

FERGUSON & SHAMAMIAN ARCHITECTS

Digital Asset Management System Manager

Overview Summary

Ferguson & Shamamian Architects seeks a Database Manager to join our high-end traditional residential architecture firm in Soho. Reporting directly to the Director of Marketing, this position manages the firm's digital assets and digital management systems and coordinates the filing, archiving and maintenance of all project imagery as well as book and resource image libraries/databases.

Job Responsibilities

- Discover, implement and maintain a Digital Asset Management System (DAMS) for cataloging, archiving and use of all firm digital assets
- Develop and institute a training program for staff to understand and use the Digital Asset Management System
- Organize and create a project data base in concert with the DAMS
- Develop a system for organizing and archiving key product and project samples in the office
- Develop a system for archiving as it relates to press, media presentations, lectures and appearances
- Evaluate how to best digitize existing paper archives
- Assist architects with photo requests and research

Requirements

- Degree in Decorative Arts, Architecture, and/or Library Sciences
- 5-10 years professional experience and 3-5 years as a Digital Asset Manager
- Proficiency with Adobe suite
- Highly organized problem solver who enjoys collaboration but can work independently

Salary

\$75k – \$95k