Temporary Digital Assets Assistant

Full- or Part-time Opportunity
Initial three-month, fixed-term contract
(Exact dates to be agreed with successful candidate)

General Background: (see also www.fitz.cam.ac.uk)

Fitzwilliam College is an open, friendly and diverse academic community of some 900 people, including undergraduates, graduates, Fellows and staff, set in outstanding grounds close to the University sites in West Cambridge and within easy reach of the University Library and faculty sites. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates, 275 graduate students, 55 Fellows and around 120 staff.

Dedicated to the pursuit of education, learning and research, the main activities of the College include the recruitment of undergraduate and post-graduate students from all over the world, provision of small group teaching for undergraduate students, and all of the diverse activities involved in the provision of a supportive and enriching learning environment for all its members.

Temporary Digital Assets Assistant

This is a temporary position to assist our Communications Office with phase two of the implementation of our new Digital Asset Management (DAM) System, which we use to store, organise and manage our growing multimedia collection. The jobholder will receive training in DAM and will then work on tagging and uploading our remaining images into the DAM system.

We are looking for an enthusiastic, self-motivated graduate with excellent organisational skills who is able to work independently and systematically with strong attention to detail. A library or information science background would be preferred, and metadata taxonomy skills and/or experience of literary or editorial work are desirable.

Conditions of Employment

There is some flexibility in the terms of this appointment, which will be negotiated and agreed with the successful candidate. The appointment will be made for an initial fixed-term of three months, ideally starting in early March, with the possibility of extension beyond the initial period. The work may be undertaken on either a full- or part-time basis and some flexibility in working hours may be possible.

The salary is based on £20,152 per annum pro rata (£10.62 per hour) and benefits include pro rata holiday entitlement and free lunch on duty.

Any offer of employment will be subject to evidence of the right to live and work in the UK and to the receipt of satisfactory references.
Application procedure

For informal enquiries about the position, please contact Nic Collenette, Communications Officer on 01223 746248 or email comms.officer@fitz.cam.ac.uk.

An application form is available to download at: www.fitz.cam.ac.uk/vacancies. Applicants should provide a covering letter and a completed application form. Applications should reach Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Storey’s Way, Cambridge CB3 0DG, email: hr@fitz.cam.ac.uk by 10am on Wednesday 12 February 2020.

Interviews are expected to take place on Monday 24 February 2020.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: www.fitz.cam.ac.uk/about/official-information/data-protection