

Temporary Digital Assets Assistant

Full-Time, Fixed-Term Contract from September 2018 to November 2018 (inclusive)
(Exact dates to be agreed with successful candidate)

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

Fitzwilliam College is a dynamic, international community committed to developing the talents of all its students, the support of young academics and the training and professional development of its staff. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates, 350 graduate students, 55 Fellows and more than 100 staff.

The College is first and foremost an educational establishment. It recruits and teaches undergraduate and post-graduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business, hosting over 150 conferences a year, many of which are residential.

Temporary Digital Assets Assistant

This is a temporary position to assist our Communications Office with the implementation of a new Digital Asset Management (DAM) System, which will be used to store, organise and manage our growing multimedia collection. The jobholder will receive training in DAM and will then work on tagging and uploading the College's digital assets into the new 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

This is a full-time post for around three months from the beginning of September, working 36.5 hours Monday to Friday. The salary is based on £19,108 per annum pro rata (£10.06 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

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 Tuesday 30 July 2018.

Interviews are expected to take place on Monday 6 August 2018.

For informal enquiries about the position, please call the Communications Officer, Pia Spry-Marqués, on 01223 746248 or email comms.officer@fitz.cam.ac.uk.

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