NEW ORLEANS JAZZ & HERITAGE FOUNDATION, INC.
NOW HIRING: DIGITAL ASSET TECHNICIAN

The New Orleans Jazz & Heritage Archive is seeking a detail-oriented Digital Asset Technician to support a special project migrating the Archive's digital collections into a new Digital Asset Management System (DAMS).

This is a part-time, temporary, contract position working closely with the Archive's Digital Collections Manager. The ideal candidate enjoys creating order from complexity, is comfortable with metadata and digital files, and wants hands-on experience with archival and digital preservation work.

WHAT YOU'LL DO

Metadata & Collection Preparation

- Correct and append administrative and descriptive metadata to existing digital collections, following institutional standards.
- Research within existing collections to append necessary metadata to incomplete records.

Digital Asset Organization & Ingest

- Discover, organize, and ingest digital objects into the new Digital Asset Management System.
- Reconcile inconsistencies between documentation and digital objects within the preservation system.

Workflow Support & Collaboration

- Work closely with the Digital Collections Manager to identify discrepancies and follow an established workplan.
- Document workflows, discrepancies, and corrections encountered during processing.
- Help enhance digital collections workflows and processes.

Digital Surrogate Creation

- Create access-level digital surrogates, including audiovisual and text-based assets.

WHAT WE'RE LOOKING FOR

The ideal candidate is skilled at creating order from complexity — someone who is detail-oriented, a strong pattern-recognizer, and comfortable adapting quickly to a variable, project-based workload. A college-level degree, proficiency in Microsoft Excel, and familiarity with databases, scripting, or Software as a Service (SaaS) platforms are required.

Experience in archives, information management, or quality control is a plus, as is familiarity with audiovisual editing software, cataloging digital assets, or the New Orleans Jazz & Heritage Foundation's mission and programs. No prior professional archive experience is required — we're looking for someone organized, curious, and collaborative.

POSITION DETAILS

Pay:	$40.00 per hour
Hours:	Contract capped at 415 total hours
Term:	Temporary, part-time contract engagement; concludes upon exhaustion of contracted hours or completion of the DAM migration project
Schedule:	Part-time; days and hours arranged with the Digital Collections Manager based on project needs
Location:	The Jazz & Heritage Archive (Creole Cottage, French Quarter), New Orleans, LA
Department:	Archives

HOW TO APPLY

Please send a resume along with a brief note introducing yourself and explaining your interest in the position to hr@jazzandheritage.org. Applications are reviewed on a rolling basis.

The New Orleans Jazz & Heritage Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local law.