



<b>TITLE:</b>	Digital Assets Coordinator
<b>STATUS:</b>	Part-time (20 hours per week)
<b>REPORTS:</b>	Director of External Affairs
<b>DATE:</b>	October 2023

**GUIDED BY ARTISTS, ROOTED IN NEW MEXICO, SITE SANTA FE CELEBRATES CONTEMPORARY CREATIVE EXPRESSION.**

SITE SANTA FE is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE SANTA FE has presented 11 biennials, more than 130 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE SANTA FE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE SANTA FE is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

**Summary**

The Digital Assets Coordinator is a key member of SITE SANTA FE's External Affairs Department supporting the organization and standardization of digital content in preparation for SITE SANTA FE's new website and other digital initiatives. The Digital Assets Coordinator works closely with the Director of External Affairs and the Digital Narrative Producer and interfaces with other departments.

**Responsibilities**

- Ensure SITE SANTA FE's digital image, video, and branding libraries are complete, organized, standardized, navigable, and accessible by all staff on internal servers
- Review, develop, and present an internal organizational structure for SITE SANTA FE's digital assets on the server to External Affairs Department
- Ensure all artwork and installation images have corresponding crediting information that is displayed appropriately
- Populate web pages on SITE SANTA FE's new website with text, images, video, and other digital assets as needed with high attention to detail
- Perform requested edits to web pages and content organization quickly and accurately
- Work with the External Affairs Department and relevant external parties to identify and correct possible issues with the new website
- Create and proofread written transcripts of audio and video assets for internal as well as external purposes



- Research Data management tools and other software for the website and digital archive
- Support the External Affairs Department with tasks as needed, including but not limited to scheduling social media posts for Facebook and Instagram using Facebook Business Manager, post SITE SANTA FE events and exhibitions on online media calendars, and serve as primary contact for any issues and updates related to event postings

#### Qualifications

1. Experience with website and content management
2. Experience with developing organization systems for large data and content
3. Highly organized, with excellent editing skills and attention to detail
4. Proven ability to prioritize and manage time effectively, multitask, and meet deadlines in a collaborative work environment
5. Excellent interpersonal skills, and the ability to communicate well
6. Ability to conduct effective research as it relates to artists and exhibitions.
7. Experience with archival work strongly preferred
8. Experience with Data Management Systems preferred
9. Excellent proficiency in Microsoft Word, Gmail, Google Docs, and Adobe Acrobat Pro required, experience with photo and video editing for social media preferred
10. Embrace SITE SANTA FE's commitment to diversity, equity, inclusion and accessibility.

SITE SANTA FE is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Please send a cover letter and resume to [job@sitesantafe.org](mailto:job@sitesantafe.org) and indicate Digital Assets Coordinator in the subject line.