



Position Openings: Digital Asset Catalogers

Department: Heritage Group
Reports To: Digital Assets Administrator
FLSA Status: Part Time

SUMMARY: The United States Naval Institute is seeking highly motivated and detail-oriented individuals for paid Digital Asset Cataloger positions. These are entry-level positions suitable for those enrolled or considering enrollment in Master of Library and Information Science (MLIS) programs, Museum Studies, and similar fields.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creating inventories, forming collections, and creating metadata for materials in the Digital Asset Management System (DAMS).
- Preparing archival photographs for digitization
- Assisting in the development of catalog structures and metadata taxonomies
- Assisting in the development of Asset Management workflows and automation
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: This position requires attention to detail and the ability to perform repetitive tasks. Successful catalogers will learn to interpret information and parse it into standardized fields within a digital asset management system.

EXPERIENCE: Entry-Level

EDUCATION: Bachelor's degree in information science, history, or a related field preferred.

LANGUAGE SKILLS: No special requirement

MATHEMATICAL SKILLS: No special requirement.

REASONING ABILITY: Must be able to prioritize.

CERTIFICATES, LICENSES, REGISTRATIONS: No specific requirements.

PHYSICAL DEMANDS: No special requirements.

COMPENSATION: The position pays \$15 per hour for no more than 29 hours per week

APPLICATION INSTRUCTIONS: For full consideration, interested individuals should submit a cover letter,

resume, and the names and contact information of three (3) professional references, to jhoppe@usni.org, specifying “Digital Asset Cataloger” in the subject of your email.

The Naval Institute is an equal opportunity employer (M/F/D/V). For more information, visit www.usni.org.