

ART · NATURE · CREATIVITY

COMPTON VERNEY

DIGITAL ASSET MIGRATION ASSISTANT

Department: Marketing, Communications and Audiences

Reports To: Head of Marketing, Communications and Audiences

Location: Compton Verney Art Gallery, Compton Verney, Warwickshire

Key Relationships: DAMS Project Manager, Collections Manager, Marketing team, DAMS System (Terentia) team, Creative Programme and Engagement team

Contract Type: Fixed-Term – October 2026-February 2027

Hours per week: 0.4-0.6 FTE (15-22.5 hours per week)

Salary: £13.25 per hour

Working Pattern: Hybrid – mix of on-site and remote working. Access to transport is essential for travel to Compton Verney, due to its rural location.

About Compton Verney

Compton Verney is Britain's leading art space in a park — a registered charity, accredited museum, and nationally recognised cultural destination. We connect people with art, nature, and creativity, triggering positive change for artists, audiences, and communities by encouraging play, inspiring debate, and bringing people and ideas together.

We are collaborative, sustainable, bold, inclusive, and fun in everything we do, creating a warm, respectful and welcoming environment for staff, volunteers, and visitors. We value diversity in background, experience, and learning style, and welcome applicants from all walks of life to help build Compton Verney's future.

We are committed to equity of opportunity and will provide reasonable adjustments throughout the recruitment process and in employment.

Main Purpose of the Role

Compton Verney is introducing a new Digital Asset Management System (DAMS) as part of its new Collections Management System, enabling the organisation to organise, manage and access its digital assets and associated information more effectively.

This role will provide practical administrative and data support to the migration by reviewing, organising, checking, preparing and transferring imagery, digital files, folders and supporting documentation relating to collection items.

Two postholders will work flexibly across different areas of the migration according to project priorities. Areas of focus may change over the course of the

project. More complex technical, rights-related or collections-related queries will be referred to the relevant project lead.

Key Responsibilities

- Review and organise digital assets, files and folders held across servers, shared drives and other storage locations, including imagery and documentation relating to collection items.
- Identify and record the types, locations and approximate volumes of material held, including images, video, audio, documents and supporting collection-related files.
- Prepare approved assets and files for migration by applying agreed file naming conventions, folder structures, taxonomy, categories, tags and metadata.
- Check files for accuracy, quality and suitability for migration, including format, resolution, duplication, missing information and other inconsistencies.
- Resolve straightforward file and information issues within agreed processes and escalate more complex matters where required.
- Review image credits, usage rights, copyright information, permission records and associated documentation with relevant teams, identifying gaps or uncertainties for further review.
- Transfer and upload approved assets and files into the DAMS, maintaining clear and accurate records of progress.

Planning and Organising

- Work methodically and accurately through allocated batches of digital assets, files and associated information.
- Manage work within agreed priorities and deadlines, adapting focus as project needs change.
- Work collaboratively with the other Digital Asset Migration Assistant, sharing information and applying agreed processes consistently.

Stakeholder Relationships and Influence

- Work with the DAMS Project Manager and Terentia team as required to support agreed migration processes and resolve practical issues.
- Work with the Collections Manager where DAMS work intersects with the wider Collections Management System project.
- Work with the Marketing team to review and prepare images, files, folders and associated information for migration.
- Work with Creative Programme & Engagement to review photographs, permission records and associated information relating to their activities.
- Raise questions promptly where information is unclear, incomplete or requires a decision.

Autonomy and Accountability

- Work independently on agreed administrative and data-processing tasks once guidance has been provided.
- Take responsibility for the accuracy and consistency of their own work.

- Resolve straightforward issues within agreed processes and refer more complex technical, rights-related or collections-related queries to the appropriate project lead.
- The postholder will not make final decisions about which assets should be kept, deleted, archived or uploaded. These decisions remain with the Marketing team.

Data, Systems & Reporting

- Use digital systems, file structures, spreadsheets and office software confidently and accurately.
- Maintain clear records of assets and files reviewed, approved, uploaded or referred for further consideration.
- Handle organisational files and information carefully and discreetly.

Safeguarding

- Ensure activities include robust safeguarding measures in line with Compton Verney's Safeguarding Policy.
- Take personal responsibility for the safety and wellbeing of colleagues, volunteers, and visitors.

Sustainability & Environmental Responsibility

- Reflect Compton Verney's sustainable values.
- Consider environmental impact in all decisions and working practices.
- Support recycling, energy efficiency, and sustainable procurement.
- Encourage others to adopt environmentally responsible behaviours.

Other Duties

- Undertake other reasonable duties as required to support Compton Verney's objectives.

Person Specification

Qualifications, Knowledge, and Experience:

- Confidence using computers, digital files and basic office software.
- Experience of, or confidence in, organising digital information and files.
- Confidence working accurately with large amounts of information or data.
- No specialist knowledge of Digital Asset Management Systems is required.
- Commitment to Compton Verney's mission and values.

Skills and Attributes:

- Strong organisational skills and a methodical approach to work.
- High levels of accuracy and attention to detail.
- Ability to follow agreed instructions and processes consistently.
- Ability to identify straightforward problems, resolve them where the appropriate action is clear and ask for guidance where it is not.
- Confidence using spreadsheets, or willingness to learn.

- Ability to work independently on allocated tasks once guidance has been provided.
- Reliability and discretion when working with organisational information.
- Ability to work collaboratively and flexibly as part of a project team.