



## **JOB DESCRIPTION**

**Title:** Image Archive and Metadata Assistant (Fixed-Term, 3 Months)

**Reports to:** Lead Image Creative

The Audiences and Commercial division will deliver £80M+ income in 24/25, through commercial activities including Box Office, Brand Partnerships, Catering, Retail, Streaming our Global Cinema Programme and exploitation of IP.

### **Main purpose of the job**

This is a fixed-term (3 months), project-focused role to support the final stages of a major image migration project. Over the past year, we've been transferring our photographic archives into our new DAMS (Bynder), and now need someone to help finalise the migration, ensure metadata accuracy, and establish correct labels and workflows for long-term management.

The role will also focus on tackling a backlog of production images, ensuring they have the correct metadata before being sent to our external licensing agency for archiving and potential licensing.

While the primary focus is this structured migration and cataloguing project, you may also support the Image Team with day-to-day image requests during particularly busy periods.

This is a great opportunity for someone who is meticulous, detail-oriented, and thrives in structured, process-driven work - someone who can take ownership of their time and deliver work consistently without constant supervision.

This role offers the opportunity to work closely with a major cultural institution's visual history, helping safeguard and organise its photography archive for future generations. You'll play a crucial part in a transformative project, ensuring our image assets are accessible, accurate, and ready for both internal and external use.

## **Main Responsibilities**

### **Asset Migration & Metadata Management**

- Assist with the final stages of migrating photography assets into our Bynder DAMS system.
- Review, update, and correct metadata (captions, credits, copyright info, tagging) for both current and archival images.
- Establish consistent labelling and organisational structures within the DAMS to improve long-term usability.
- Ensure all images meet agreed technical and rights standards before being archived or shared externally.

### **Archiving & Licensing Backlog**

- Process a backlog of production images for archiving and potential licensing.
- Liaise with our licensing agency to ensure correct metadata accompanies all images sent externally.
- Work with the Lead Image Creative to establish efficient workflows for archiving, cataloguing, and future image requests.

### **Support & Requests**

- If required, assist the team with ad-hoc image requests from internal departments, photographers, or external agencies.
- Maintain clear records of any images supplied internally or externally.

### **Workflow & Process Improvements**

- Suggest and implement improvements to workflows for image archiving and metadata management.
- Contribute to creating systems that help the Image Team work more efficiently in the future.

## PERSON SPECIFICATION

### Essential Knowledge, Skills and Experience

- Proven experience working with image archives or collections (arts/cultural sector experience a plus).
- Familiarity with metadata standards, copyright requirements, and image rights management.
- Strong attention to detail and ability to maintain accuracy when dealing with large volumes of data.
- Comfortable with process-driven tasks that require consistency and precision.
- Excellent organisational and time-management skills - able to manage your workload independently.
- Good communication skills and ability to work collaboratively with a small team.
- Proficiency in Photoshop, Lightroom or basic image editing tools.

### Desirable Skills and Experience:

- Experience working with a Digital Asset Management System (Bynder experience ideal but not required).
- Knowledge of opera, ballet, or performing arts photography - or a strong interest in learning more.
- Experience streamlining workflows or creating clear processes for managing digital archives.

### Continuous Improvement and Industry Awareness

- Commitment to fostering a culture of continuous improvement within the team.
- Ability to stay current with industry trends and best practices, integrating new ideas and technologies.
- Dedication to managing personal learning and continuous professional development relevant to the role.
- Ability to embody and instil the values of the Royal Ballet and Opera, promoting a positive and enthusiastic team culture.
- Strong commercial sensibility and the ability to align creative output with business objectives.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

