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**Digital Asset Manager**

**Brussels, Belgium**

AEIDL is seeking a driven and meticulous **Digital Asset Manager** for the **photo illustration of the EUNIS database (European Nature Information System** [**https://eunis.eea.europa.eu/**](https://eunis.eea.europa.eu/)**)**, in the wider framework of the LIFE programme.

LIFE is the EU's financial instrument for the environment, nature and climate action. AEIDL performs this task as part of the European Economic Interest Group, ‘NEEMO EEIG’.

The Digital Asset Manager will work autonomously but will interact on a needs basis with the existing LIFE Digital Content Manager. The Digital Asset Manager will also report to the client directly on a monthly basis.

**1. Job identification**

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| Position | **Digital Asset Manager** |
| Leading structure  | NEEMO EEIG |
| Department | Communications  |
| Location | Brussels, Belgium |
| Status/contract | 12-months contract (employee or freelance) |
| Salary conditions | Upon experience |

**2. Mission and expectations**

Mission

* EUNIS, <https://eunis.eea.europa.eu>, is a public information system providing general reference information on European nature protection and conservation as well as key information about the Natura 2000 and Emerald networks. In particular, EUNIS hosts databases of species and habitats protected under the Birds and Habitats directives. As EUNIS is a reference system, a series of applications pull out data from its database.
* The goal of this project is to complete the database of photos hosted by EUNIS that other applications could use for illustrations and communication activities.

Expectations

* Collect photos of habitats and species listed in the Birds and Habitats Directives.
* Liaise with LIFE partners and projects to locate images.
* Identify and evaluate additional sources of photos.
* Prepare the photos and metadata Excel table in order to upload images to the EUNIS database, https://eunis.eea.europa.eu.
* Arrange and order the assets according to specific priorities and categories
* Ensure correct format and specification of digital assets.
* Undertake quality assessment of digital assets.
* Ensure appropriate copyright and permissions are acquired.

**3. Skills and qualifications**

**Essential**

* Degree in a related field (knowledge management, information management, digital content management, database management).
* At least two years of professional experience of managing and archiving digital assets.
* Relevant training in digital archiving.
* Strong English language skills.
* Solution-oriented, good planning and organisational skills.
* Excellent capacity for working in teams and individually.

 **Desirable**

* Knowledge of European species and habitats or on nature conservation in general
* Master's degree or equivalent experience in a related field (knowledge management, information management, digital content management, database management)
* Knowledge of one or more other European languages

**4. Application process**

Completed CVs in EUROPASS format should be sent with cover letters to LIFE-jobs@AEIDL.eu with the subject title “**EUNIS Digital Asset Manager**”.

**Closing date**: **Monday 3rd May 17h**. Only shortlisted candidates will be contacted after the closing date.