



Arkansas Game and Fish Commission Employment Job Posting

DIGITAL CONTENT CURATOR - **ADMINISTRATIVE ANALYST**

POSITION NO: 22096030

POSTING INFORMATION:

Advertisement Opens: Dec. 2, 2021

Advertisement Closes: Jan. 7, 2022

Full Time: Yes

Salary: \$36,155.00 - \$36,155.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in biology, education, learning sciences, library sciences, information technology, data management or related field. **OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.**

Preferred Education and/or Experience:

N/A

Knowledge, Abilities, and Skills:

Knowledge of digital literacy and technology skills. Knowledge of automated curation methods such as collaborative filtering, semantic analysis, and/or social rating. Skill and experience in facilitating accessibility by role across digital platforms and assets. Skill and experience in permissions clearance, as well as documenting copyright acknowledgments. Ability to utilize and navigate large curation databases. Ability to obtain an acceptable minimal level of academic mastery of the educational subject matter being curated, in order to ensure high-quality appraisal and selection of assets. Ability to make decisions and sound judgments on content with limited information available. Ability to work collaboratively and effectively with a multidisciplinary team and/or staff. Ability to effectively manage multiple projects at the same time, prioritize tasks, identify and mitigate risks, and meet tight deadlines while still maintaining high-quality work. Strong verbal and written communication skills and collaboration skills. Ability to monitor digital channels for compliance with best practices for accessibility and branding. Knowledge of the structure and content of the English language. Ability to listen and understand information and ideas presented in oral and written form. Ability to combine pieces of information to form general rules or conclusions.

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POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Communications

Job Summary:

The Digital Content Curator is responsible for the overall curation activities required to produce for web, mobile and other platforms. This position is governed by state and federal laws and agency policy.

Typical Functions:

Leads research, coordination, and editorial work for digital platforms. Develops relationship with internal stakeholders that leverage digital resources to communicate to the public. Manages the relationship with outside agency of record that supports digital platforms including hosting and development needs. Develops and manages schedules for updates, archiving and ongoing production of content. Evaluates and selects digital assets such as stories, articles, webpages, MOOCs, images, and videos, from a wide variety of sources for use across agency digital outreach. Maintains agencies digital media channels to optimize public engagement across a variety of outreach plans. Coordinates outreach efforts with communications team to amplify outreach across digital owned media channels. Executes website, email, text, application and other direct communication marketing efforts. Attaches all relevant metadata to ensure that digital materials are accessible. Verifies accuracy, relevance, and currency of assets, and ensure that content meets institutional, industry, legal, and accreditation agency guidelines and standards. Keeps digital assets current, accessible, and updated as new versions are released. Determines, facilitates, and enforces the appropriate levels of accessibility for the range of assets stored across multiple institutional populations. Adjusts accessibility and security settings as needed for assets. Researches, obtains, and appropriately documents permissions clearance to use information, images/graphics, videos, etc. from the author and/or original source. Implements and maintains appropriate digital asset storage and organization. Transfers assets into a different digital format or storage repository as needed. Disposes appropriately of any digital assets no longer necessary or relevant to the institution. Researches emerging trends and technologies in educational products and digital curation. Backs up files from web sites to local directories for instant recovery in case of problems. Identifies problems uncovered by testing or customer feedback, and corrects problems, or refers problems to appropriate personnel for correction. Performs other duties as assigned.

Specific Duties and Responsibilities:

Digital Content Curator manages the overall curation activities required to produce content for web, mobile and other platforms. Leads research, coordination, and editorial work for digital platforms. Being a Digital Content Curator ensures that established branding, styling guidelines, ADA compliance, SEO and other best practices are maintained. Develops relationship with internal stakeholders that leverage digital resources to communicate to the public. Manages the relationship with outside agency of record that supports digital platforms including hosting and development needs. Develops and manages schedules for updates, archiving and ongoing production of content.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Must possess a valid Arkansas driver's license.

Other Specific Information:

N/A

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.