

AID TO THE CHURCH IN NEED INTERNATIONAL (ACN)

is a pastoral Charity of the Catholic Church, which supports Christians wherever they are persecuted, oppressed or in pastoral need. Funded exclusively by private donations, ACN supports over 5000 projects annually in more than 140 countries with a budget of around 100 million Euros.

ACN is also a pontifical foundation, directly answerable to the Holy Father and has 23 national offices engaged in fundraising in Europe, North and South America, Asia and Australia. Our International Headquarters are in Königstein, near **Frankfurt am Main, Germany**.

We are currently looking, at the earliest possible opportunity, for a

PHOTO ASSET MANAGER (full time)

JOB DESCRIPTION

As Photo Asset Manager you are responsible with a team for the effective management, organization and preservation of a large collection of photographic assets within our international Communications Department. This role involves selecting photos for archiving and maintaining an organized photo library, ensuring metadata accuracy, and facilitating the efficient distribution and use of photos in various projects, including the National Offices and Media.

ABOUT THE ROLE

The tasks involve:

- Ensure the secure storage of photo assets (digital and physical) in the international media archive
- Create, update, and maintain accurate metadata, tags, and descriptions for each photo, including caption and credit information
- Ensure photos are used in accordance with copyright laws and licensing agreements
- Facilitate the efficient retrieval and distribution of photos to relevant teams within the organisation
- Collaborate with various departments to understand their photo asset needs and provide timely access. Optimizing images and videos to the required format. Overseeing the management of photographic assets and the associated operational procedures within the organization
- Acquisition of external material and Licence management

The role requirements:

Qualification:

- Bachelor's Degree preferred, or equivalent combination of education, training, and experience in Communication and or Design
- Experience in digital asset management, fundraising or marketing background

Skills:

- Fluent in spoken and written English and German
- Knowledge of photography, digital image formats, and metadata standards.
- Understanding of copyright laws, licensing agreements, and intellectual property rights as they relate to digital assets
- Attention to detail and good organizational skills
- Ability to set priorities, work in a structured way to deadlines and allocate limited resources
- Strong research skills

Personal qualities

- Capable of working in an international team and being open towards the culture and traditions of our project partners, empathy
- Engaging effectively and helpful and supportive towards others
- Reliable and committed to the success of the team
- Proactive and problem-solving mindset
- Appreciation of or identification with the Catholic faith and values

Why work with us?

Do you feel called to a meaningful career, a fulfilling and worthwhile activity for which you would enjoy coming into the office every morning? A mission in your life, in which your personal commitment and professional skills can directly support Christians and help to change their lives? And above all, a work where the Catholic faith is central and through which you could possibly live this faith in your professional life? Then perhaps you are the person we are looking for!

What else we can offer you

We offer an appropriate salary in accordance with the pay scale of the German Caritas Association (AVR), plus the usual social benefits relating to Church-based charities in Germany, Christmas bonuses and holiday pay, with agreed flexible working hours (hybrid after six month probation period) and opportunities for professional training.

You will also have ample opportunity to nurture your spiritual life and discover your unique mission to help the suffering Church.

Please send your application letter and CV to

ACN International gGmbH
Mrs. Linh Alonso
Bischof-Kindermann-Straße 23
61462 Königstein im Taunus, Germany
Email: recruiting@acn-intl.org