

OpenAsset Library Expansion Project – Temporary Contract Position

Scope:

Load, keyword and categorize approximately 500 images representing 35-50 MIG projects.

Timeline:

Estimated at about 140 hours for initial project list. Other projects/tasks may follow. Work may be done on a “full time” or “part time” schedule, with preferred minimum of 20 hours per week.

Rate:

\$45 per hour, to be invoiced monthly (calendar month).

Location:

MIG, Seattle Westlake Office. Workstation and access to software provided. Some work may be done remotely once images are uploaded and basic parameters are clearly established.

Project Description:

Before the firm joined with MIG, staff at The Portico Group established an image library using the OpenAsset tool by Axomic. Images are searchable by project, category, number and key word, and are prioritized by rank for quality of image.

MIG would like to expand that image database to include other MIG projects, for use by the entire multi-office firm.

The project includes adding projects to the Projects Category in the Axomic OpenAsset image database, uploading the images, adding general keywords that apply to the entire project, and adding keywords that are specific to each image to facilitate searching and retrieval. Background information on each project will be provided by MIG, including project name, number, and code, also location and description of the project. Information resources include the MIG website, marketing “cut sheets,” and accounting database reports. Image usage rights information will also be provided for any images created by a person who is not an employee of MIG.

The Consultant will send a report weekly showing which projects have been added and keyworded in OpenAsset. The Consultant will request database assistance from the Axomic team as needed for technical questions.

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