

# Manage gallery roles & permissions in Content Hubs

Last Modified on 04/18/2026 5:47 pm IDT

 This article is designated for all users.

## About

You can manage who has access to your gallery and what they can do from the **Roles & permissions** tab.

The Roles & permissions tab is available for galleries only and appears if it's enabled by your admin.



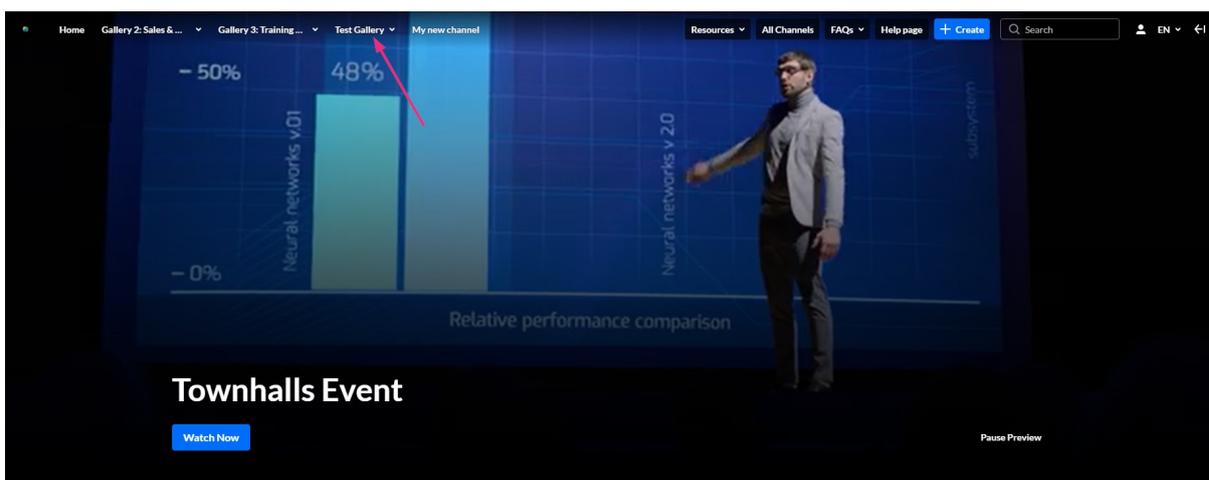
This feature requires the [Theming module](#) to be enabled, with the 'galleryedit' feature set to 'Yes'.

## Who can use this

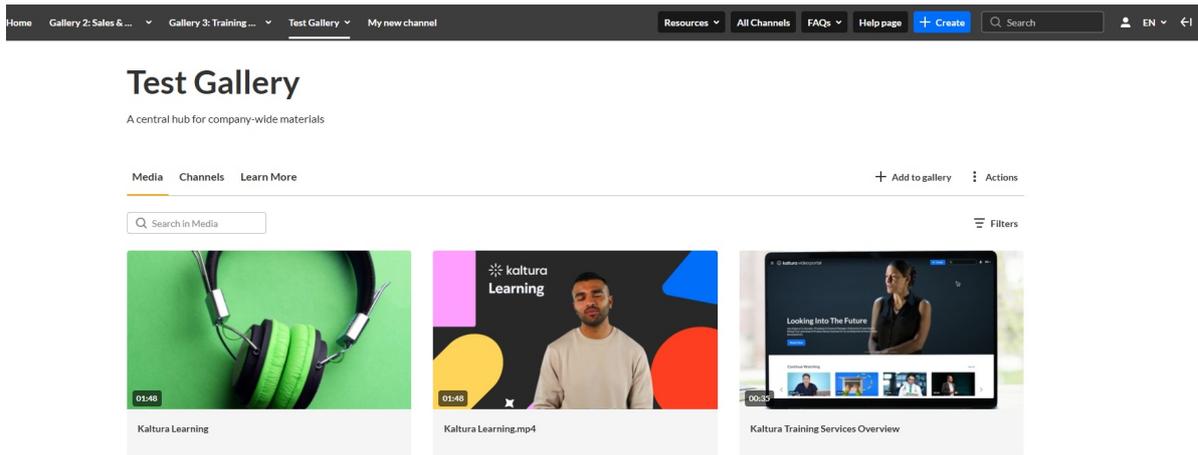
- Gallery owners
- Gallery managers

## Access the Roles & permissions tab

1. From the top navigation bar, select the gallery.



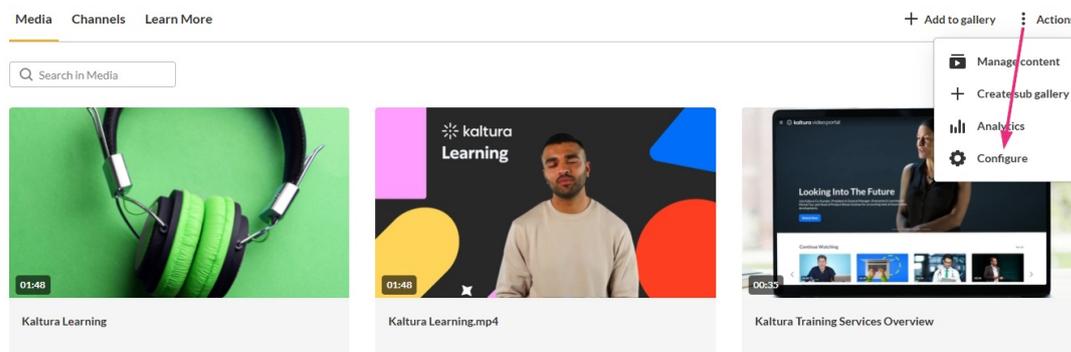
The gallery page opens.



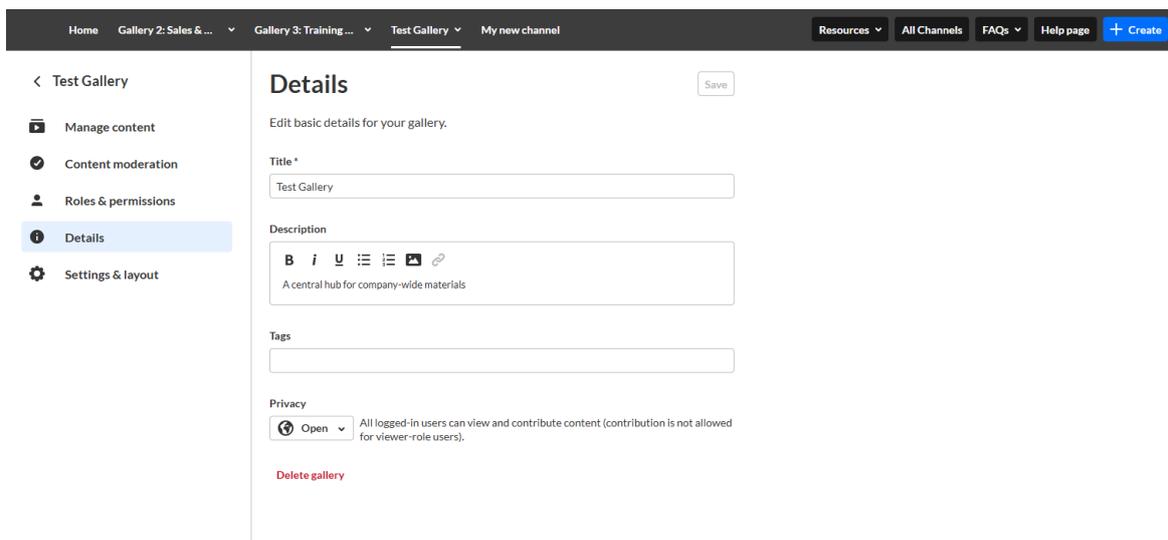
2. At the far right, click the **Actions** menu and select **Configure**.

## Test Gallery

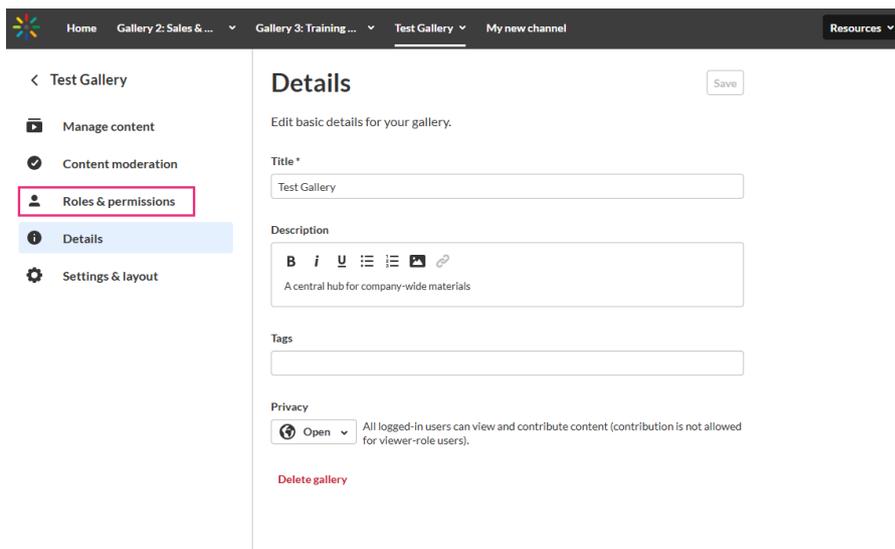
A central hub for company-wide materials



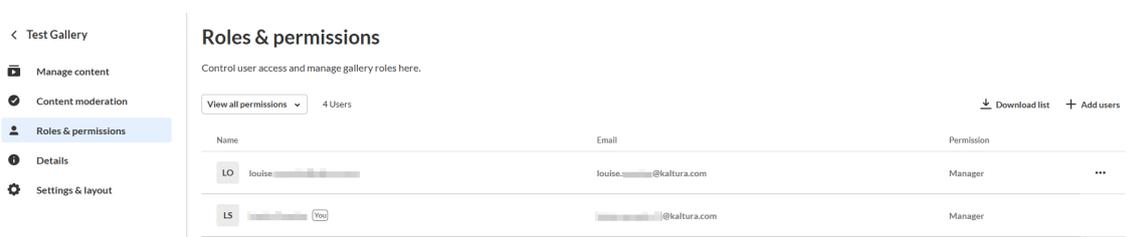
The configure page opens on the **Details** tab by default with a left-hand navigation.



3. In the left navigation panel, click **Roles & permissions**.



The 'Roles & permissions' page displays.



The Roles & permissions page shows all users and groups that have access to the gallery.

For each user, you can see:

- **Name** (with profile image or initials)
- **Email** (depending on site configuration)
- **ID** (depending on site configuration)
- **Permission** (role assigned in the gallery)

The gallery owner is clearly marked with 'Owner' and 'You' labels (when applicable) and can't be edited or removed.

## Manage gallery users and permissions

### Filter users by permission

Use the **View all permissions** drop-down menu to filter the list by role. This helps you quickly find users with a specific permission, such as managers or contributors.

The **user** count updates based on the selected filter.

## Roles & permissions

Control user access and manage gallery roles here.

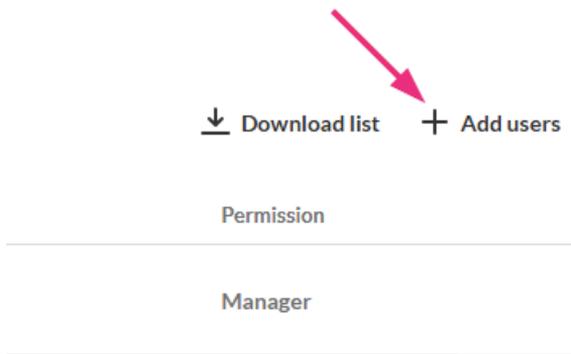


View all permissions 4 Users Download list Add users

	Email	Permission
Member	louise.@[kaltura.com]	Manager
Contributor	[redacted]@[kaltura.com]	Manager
Moderator	[redacted]@[kaltura.com]	Manager
Manager	[redacted]@[kaltura.com]	Manager

## Add users to a gallery

1. Click **Add users** at the far right.



Download list + Add users

Permission

Manager

The 'Add users' window opens.

## Add users

Select users who will have permission to view, publish, or edit content in this gallery.

### Select permissions

- Member
  Contributor
  Moderator
  Manager

Cancel Add

2. Under **Select permissions**, choose the permission you want to assign:

- **Member** - Can view gallery content.
- **Contributor** - Can view content and add media to the gallery.

- **Moderator** - Can review and approve or reject content submitted to the gallery.
- **Manager** - Has full control of the gallery, including managing content, users, and settings.

✓ For a detailed breakdown of permissions, see [Gallery roles and permissions](#).

3. In the **Search users** field, start typing a user's name, and select the user from the list and press 'enter' to add them.

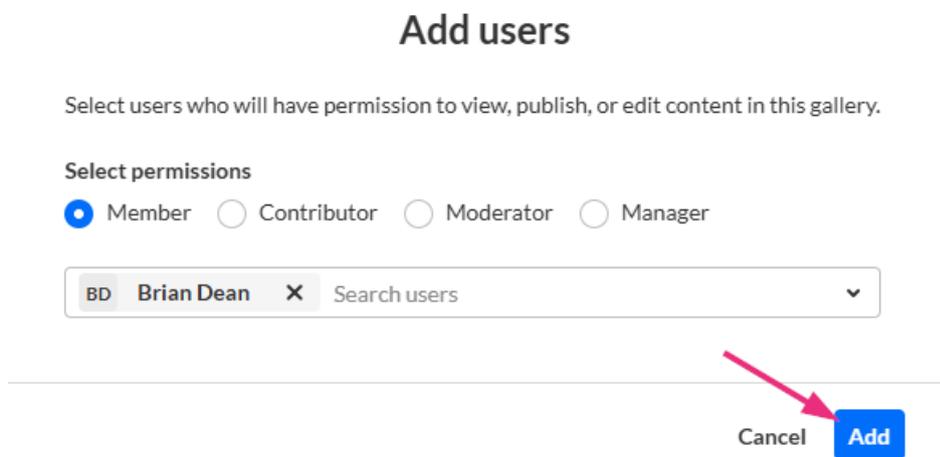
### Add users

Select users who will have permission to view, publish, or edit content in this gallery.

**Select permissions**

Member    Contributor    Moderator    Manager

[Cancel](#) [Add](#)



Repeat to add additional users.

4. Click **Add** to confirm your selection.

All selected users are added to the gallery with the chosen permission.

✓ All users added in the same action receive the same permission.

### Update user permissions

1. Click the **three dots** at the end of the user's row.
2. Select **Edit user**.

## Roles & permissions

Control user access and manage gallery roles here.

View all permissions ▾ 5 Users Download list + Add users

Name	Email	Permission
LO louise@kaltura.com	louise@kaltura.com	Manager
LS [You]	@kaltura.com	Manager
LS Louise Smith <span>Owner</span>	@kaltura.com	Manager

Edit user

Remove user

The 'Edit user' window opens.

## Edit user

Change the user's permissions to view, publish, and/or edit content in this gallery.

### Select permissions

Member  Contributor  Moderator  Manager

Cancel

3. Under **Select permissions**, choose the new permission:

- **Member**
- **Contributor**
- **Moderator**
- **Manager**

4. Click **Update** to save your changes.

The user's permission is updated immediately.



Good to know

- You can't edit permissions for the gallery owner.
- Permission changes apply only to this gallery.
- You can update one user at a time.

## Remove users from a gallery

If a user no longer needs access, you can remove them from the gallery.

1. Click the **three dots** at the end of the user's row.
2. Select **Remove user**.
3. Confirm the removal when prompted.



 Good to know

- Removing a user revokes their access to this gallery only.
- The user's media and account aren't deleted.

## Download the user list

To download a CSV list of all users who have access to the gallery, click **Download list**.

### Roles & permissions

Control user access and manage gallery roles here.

5 Users

 Download list

Name	Email	Permission	
 louise [redacted]	louise [redacted]@kaltura.com	Manager	...

The downloaded file includes user details and assigned permissions.