



# COMPETITION

## CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

### **COORDINATOR, DIGITAL ASSET MANAGEMENT PROJECT**

**Reference Number:** 2018/2019-CSTMC-169

**Salary Range:** \$54,177.42 - \$65,894.45      **Level:** 5(int)

**Employment Status:** Term / Full-time for 1 year

**Language Requirements:** Bilingual (BBB/BBB)

**Security Requirement:** Enhanced reliability

**Position Number:** 9847

**Branch:** Collection and Research

**Who can apply?** Ingenium - Canada's Museums of Science and Innovation employees

#### **Summary of Duties:**

Reporting to the Chief Knowledge Officer, the Digital Asset Management Officer ensures that Ingenium – Canada's Museums of Science and Innovation - maintains a robust digital asset management platform with well documented internal processes which support its vision. Working within the IM Framework, the Officer will research, plan and implement systems, standards, procedures and guidelines to ensure that the DAM is used effectively by staff across Ingenium. Furthermore, s/he will ensure that staff have access to training and support and that Ingenium's Digital Assets are accessible to staff so that they can use them use/share them in creative, meaningful ways across multiple platforms while respecting copyright legislation.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

#### **Education and Experience:**

As an ideal candidate, you hold a post-secondary diploma in sciences, computer science, digital humanities or museum studies.

You also have experience in the following areas:

- minimum of two (2) years of experience working in an Enterprise Content Management framework, preferably using OpenText software and one which includes a Digital Asset Management (DAM) system an Electronic Document and

Records Management Systems (EDRMS);

- minimum of two (2) years of experience ensuring compliance with copyright legislation for use of digital assets;
- minimum of two (2) years of experience in delivering training, coaching, advice and support to staff on using a DAM system and procedures;
- minimum of two (2) years of experience in the use of analytics to evaluate the use of a DAM system;
- minimum of two (2) years of experience using collection management systems (Sirsi Dynix and Ke);
- minimum of two (2) years of experience coordinating projects involving multiple stakeholders (internal and external).

## **RATED REQUIREMENTS**

### **Knowledge:**

- in-depth knowledge of DAM solutions and best practices;
- in-depth knowledge of digital asset management systems including system capabilities, setup/configuration, operation, and user access/training;
- of good change management practices in order to ensure a continued smooth transition from various digital asset storage solutions to one centralized electronic one;
- knowledge and understanding of principles, techniques and standards for description of digital assets and their life cycles, access, and protection;
- strong knowledge of Information/Computer Security principles;
- strong knowledge of computer/server administration;
- practical knowledge of digitization techniques;
- strong knowledge of Canadian copyright legislation; and
- of Ingenium's internal systems and data content management systems.

### **Abilities:**

- to apply principles of planning, budgeting, time management, supervision, and organizational skills;
- to write both technical and user-focused documents;
- to work in a team and manage projects from start to finish;
- to conduct business analysis workshops with different departments in order to translate concepts, practices, procedures into workflows within the DAM system;
- to communicate with staff experts, internal and external stakeholders and all levels of within an organization; and
- strong writing and editing skills.

### **Personal Suitability:**

The candidate must be a team player with strong analytical and problem-solving skills who possesses strong attention to detail, excellent written and oral communication skills and is able to establish priorities and meet deadlines.

The CSTMC is committed to the principles of employment equity.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the reference number **2018/2019-CSTMC-169** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

**Posting Date:** March 14, 2019

**Closing Date:** March 27, 2019

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9847 - Coordinator, Digital Asset Management Project / Coordonnateur(trice),  
Projet de gestion des biens numériques