COMPETITION

CAREER OPPORTUNITIES:

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

OFFICER, DIGITAL CONTENT

Reference Number: 2019/2020-INGENIUM-084

Salary Range: $64,140.11 - $78,011.29  Level: 7(int)

Employment Status: Indeterminate / Full-time

Language Requirements: Bilingual (BBB/BBB)

Security Requirement: Enhanced reliability

Position Number: 9872

Branch: Collection and Research

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

Summary of Duties:
The Digital Content Officer ensures that Ingenium maintains a robust digital asset management platform with well documented internal processes which support its vision. Working within the KIM Framework, the Officer researches, plans and implements systems, standards, procedures and guidelines to ensure that the DAM is used effectively by staff across Ingenium and that it integrates with other platforms, such as the collection management system and the web.

Furthermore, s/he ensures that staff have access to training and support and that Ingenium’s Digital Assets are accessible to staff so that they can use/share them in creative, meaningful ways across multiple platforms while respecting all legislative requirements, in particular copyright and privacy legislation. This position will have an outward looking function to ensure that Ingenium's best possible digital content is accessible to the public and will look for ways to expand these experiences through the digital media lab. S/he also plays a strong role in the selection of materials from the Ingenium Collections for digitization and will be familiar with Ingenium’s various collection databases in order to leverage them for content.

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 degree in one of the following disciplines: sciences, computer technology,
You also have experience in the following areas:
- minimum of three (3) years of experience working in an Enterprise Content Management framework, preferably using OpenText software and one which includes a Digital Asset Management (DAM) system and an Electronic Document and Records Management Systems (EDRMS);
- minimum of three (3) years of experience ensuring compliance with copyright legislation for use of digital assets;
- minimum of three (3) years of experience in delivering training, coaching, advice and support to staff on using a DAM system and procedures;
- minimum of three (3) years of experience in the use of analytics to evaluate the use of a DAM system;
- minimum of three (3) years of experience using collection management systems (Sirsi Dynix and Ke); and
- minimum of three (3) 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 and privacy legislation; and
- knowledge 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:**
- 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.

Ingenium is committed to the principles of employment equity.

Ingenium – Canada’s Museums of Science and Innovation is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise the Human Resources representative should you require accommodation to attend an interview or participate in the selection process.

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 2019/2020-INGENIUM-084 in your email's Subject line, no later than the closing date to: competition@ingeniumcanada.org

Posting Date: October 2, 2019          Closing Date: October 16, 2019

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9872 - Officer, Digital Content / Agent(e), Contenu numérique