



## JOB DESCRIPTION

### Job identification

Job Title:	Coordinator, Digital Assets
Division:	Digital
Service:	Digital Media
Supervisor:	Head, Digital Media
Status:	Contractual (2 years), full time (35h/week)
Posting period:	6 to 20 May
Job entry:	June

### About the CCA

The Canadian Centre for Architecture (CCA) is an international research centre and museum founded on the conviction that architecture is a public concern. Responsive to the changing cultural context of our time and based on its extensive collection, exhibitions, programs, and research activities, the CCA is a leading voice in advancing knowledge, promoting public understanding, and provoking new ideas and debate on architecture, its history, theory, practice and role in society today.

The CCA's projects are both international and local in scope comprising interdisciplinary research, exhibitions, paper and online publications, seminars, colloquia and special events, which enable the development of new lines of investigation and discourse, promote the study of architectural and urban culture and stimulate active engagement surrounding contemporary issues and debate across a wider public. Linking advanced research with public engagement in architecture, the CCA encourages architects, students, scholars, and other professionals to pursue projects through collaborative inquiry that traverses different times, spaces, and media.

### Job Summary

The responsibilities of this job include the management and coordination of internal projects and requests for digitization—scanning, photography, audio-video—and coordination of digital assets and associated metadata along with general support digital asset management activities. This position contributes to improving discoverability of digitized material on the web, in collaboration with Programs, Collection and Publications teams. It also plays a critical role in the successful adoption and use of the CCA's digital asset management system (DAMs). The incumbent works collaboratively with teams across the institution to ensure digital assets are uploaded into the DAMs, and identified and categorized in compliance with the CCA digital asset standards.

### Key responsibilities

#### Digitization coordination

- Working with Head, Digital Media, prepares project plans and setting of production targets for digitization, and participates in the development of institutional policies and standards related to digitization
- Develops and coordinates digitization workflows and procedures
- Receives and reviews requests, establishes and sets timetables for the digitization of items for internal projects in collaboration with the Administrative Coordinator, Collections and other staff; manages digitization priorities
- Assists in the selection process of Collection items for digitization with the Associate Director, Collection, external experts, curators, editors, and archivists including coordination of consultation session
- Acts as liaison with internal requestors in all Divisions to ensure digitization efforts meet required needs and institutional standards
- Coordinates movement logistics carried out by the Museum Technician(s) to ensure efficient digitization workflows



## Centre Canadien d'Architecture / Canadian Centre for Architecture

- Assists in the creation of descriptive metadata (cataloguing) for digitized Collection items according to established standards in the Collection Management System (TMS); Conducts quality assurance verification of records for digitized items
- Maintains statistics and produces reports on digitization productivity

### Digital assets coordination

- Coordinates digital assets from internal and external sources, and associated metadata on curatorial and other internal projects—exhibitions, publications, web etc.
- Working with Curatorial Coordinators, Editors and other staff, develops digital asset management plans and strategies for curatorial and other internal projects
- Develops and coordinates DAMs ingest and metadata addition workflows and procedures for DAMs
- Verifies that digital assets uploaded by other DAMs users are organized, properly identified and comply with quality standards
- Oversees consistent application of taxonomy, metadata and organization for digital assets from CCA activities
- Participates in the implementation and development of the DAMs and related systems as well as taxonomy and metadata standards
- Supports the Head, Digital Media in the promoting DAMs adoption, training and user support
- Assists in digital asset lifecycle maintenance activities, management of DAMs rights, permissions and reports tracking usage

### **Required qualifications**

- Education: Bachelor's degree in Museum Studies, Library & Information Studies, Art or Architectural History or a relevant field
- Number of years of relevant work experience: 3 to 5 years' experience managing digitization projects or digital assets; ideal experience includes working for a museum or other cultural institution with an international outreach and/or in architecture
- Knowledge of spoken and written French and English
- Knowledge of digital asset management systems and the application of taxonomy and metadata in DAMs Knowledge of architecture and related fields
- Knowledge of scanning techniques and technology
- Demonstrated ability to work independently as well as collaboratively and to meet planned goals and deadlines
- Knowledge of the methodology of project, budget and timeline management
- Ability to work under pressure and to manage tight schedules
- Thoroughness and attention to detail

Please submit your application (resume and cover letter, in English or French) by email to [rh@cca.qc.ca](mailto:rh@cca.qc.ca) to the attention of Human Resources of Canadian Centre for Architecture, 1920, rue Baile, Montreal (Qc) H3H 2S6. **The application deadline is 20 May 2019.** Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).