



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job Identification

Job title:	Project Metadata Archivist
Division:	Collection
Immediate superior:	Archivist
Status:	Temporary, full time (35 hrs/week)
Duration:	Contract of 12 months
Posting period:	From 25 February to 22 March 2020
Job entry:	Mid May 2020

Summary

The responsibilities of this position are to clean-up archival metadata in The Museum System (TMS) and to migrate archival description, authority records, and accession records from TMS into an archival management system. Metadata clean-up will involve exporting data from TMS to CSV files and ensuring that the data is standards-compliant. The incumbent may also make changes directly in TMS as well as through SQL batch changes that they will coordinate with CCA IT. The project will also involve creating TMS export forms and mapping archival descriptive fields to the CCA website, and the incumbent will assist in both of these tasks.

This is a one-year project position.

Key responsibilities areas

- Works with CCA's Archivist and the Digital Archivist to identify and implement solutions for metadata inconsistencies across archival fonds
- Coordinates SQL batch changes of metadata in TMS with IT
- Migrates data, approximately 60,000 records for over 150 fonds, from TMS to a new AMS
- Participates in discussion with the Web team on how to map structured data from AMS to new website

Required qualifications

- Education: Master's in Library and Information Science (MLIS)
- Knowledge of archival descriptive and encoding standards, such as ISAD(G), RAD, and EAD
- Knowledge of metadata standards, such as METS
- Knowledge of relevant controlled vocabularies, including LC Authorities, Art & Architecture Thesaurus (AAT) and Thesaurus of Geographic Names (TGN)
- Successful completion of archival training and experience working as an archivist
- Close attention to detail



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- Number of years of relevant work experience: 1 to 3 years
- Proficiency in French and English, or willingness to learn

Preferred qualifications

- Experience or familiarity with The Museum System (TMS)
- Experience or familiarity with archival management systems, such as Access to Memory (AtoM) or ArchivesSpace
- Experience programmatically altering data with SQL or working with IT staff to do so
- Experience with Extract-Transform-Load data clean-up methodologies and related tools, such as Open Refine
- Experience working on a metadata clean-up projects
- Experience working on migration project in an archival repository

Please submit your application (resume and cover letter) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920, Baile Street, Montreal (Quebec) H3H 2S6. **The application deadline is 22 March 2020.** 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](#).