

**Job Title: Digitization Strategy Coordinator**

Position Level: Contract

Organization: Goulbourn Museum

Location: Stittsville, ON

Language Required: English

Application Deadline: 11:59 p.m. August 7, 2022

Duration: September 12, 2022 - September 8, 2023

Salary: \$21.30/hour

Hours: 37.5 hours a week

Email: manager@goulbournmuseum.ca

WebLink: <http://goulbournmuseum.ca>

Job Description:

Goulbourn Museum seeks a Digitization Strategy Coordinator to create a comprehensive Digitization Strategy. Guided by the Museum's 2022-2027 Strategic Plan and Equity, Diversity and Inclusion Report the Digitization Strategy will evaluate Museum assets and will guide the digitization, organization, publication, and preservation of Museum assets.

The Digitization Strategy Coordinator will focus on highlighting sustainable goals to improve access to Museum assets, and will evaluate how the Museum will develop digital content that fulfills stakeholder needs. The Digitization Strategy will ensure that digitization objectives are accessible, sustainable, ethical, and support the Museum's mandate. The completed document will be used to govern the Museum's digitization practices and must be both informed and actionable.

Duties & Responsibilities

- Review organizational documents, Strategic Plan and Diversity, Equity and Inclusion Report.
- Complete an inventory of existing digital resources and performance metrics.
- Identify community groups and stakeholders.
- Review organizational documents and report on procedures, by-laws, or reports that influence and support digitization.
- Conduct formal interviews with stakeholders and community groups.
- Market research and metrics evaluating digitization efforts in the culture and heritage field.
- Report on legal and ethical considerations concerning digitization of Museum assets.
- Market research on trends likely to impact the Museum's demographics and the culture and heritage industry within the next five years.
- Evaluation of technology relevant to digital capacity building efforts.
- Report on underdeveloped and underutilized Museum assets and improved access.

- Report on best practices for preservation, management, ethics, and ensuring the security of digitized materials.
- Formalize best practice recommendations in a Museum Records Management Plan.
- Lead planning sessions with the Museum's staff, Board of Directors, and community stakeholders.
- Apply SMART goals in the planning process.
- Lead staff planning sessions to integrate Digitization Strategy goals into existing quarterly work plans.
- Integrate short and long term goals into the Museum's 2022-2027 Strategic Plan.
- Complete a risk assessment outlining assumptions, risks, and anticipated challenges.
- Plan costs associated with the Digitization Strategy and project any financial returns.
- Report on technology infrastructure required to achieve the Digitization Strategy goals.
- Formalize planning in an informed and actionable Digitization Strategy document.
- Arrange for a presentation of the finalized Digitization Strategy to the Board of Directors, Staff, and community stakeholders involved.

Qualifications and Requirements

- A Canadian citizen or permanent resident entitled to work in Canada
- A Bachelor's or Master's degree in public or business administration, non-profit management, museum management, public administration, fixed or digital asset management, computer science, or five years of professional experience in a related field
- Professional technology experience, including awareness of best practices in digital asset management, and proficiency in Microsoft Office Suite, Adobe, Google Workspace, Zoom and Social Media platforms
- Data literacy and understanding of people and how they interact with digital media
- Project management skills; carry out a project from start to finish with well-defined objectives and outcomes, select and use appropriate tools and technology, adapt to changing requirements and information
- Self-directed initiative outreaching to a wide variety of people
- Ability to develop, plan, implement strategic planning that incorporates the feedback of Museum staff, Board of Directors, and community stakeholders
- A proven ability to effectively utilize leading digital marketing analytics platforms (e.g. Google Analytics, Adobe Site Catalyst, etc.) to identify and report on metrics and performance
- Knowledge of digital business systems and technologies with the ability to forecast future technology trends
- Exhibit a nonjudgmental, open manner and utilize effective interpersonal skills

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment, with a considerable number of meetings outside the office environment

- Travel to/from meetings and various locations
- Attend, participate in and/or lead evening and weekend meetings, strategic planning, and community consultations as required

To Apply:

Qualified applicants should submit a single PDF file containing their CV and a letter of interest to Goulbourn Museum's Manager, Tracey Donaldson, at manager@goulbournmuseum.ca with the subject line "Application: Digitization Strategy Coordinator" by 11:59 p.m. August 7, 2022. The letter of interest should include a brief outline of the applicant's knowledge of our organization. The letter should also demonstrate a comprehensive understanding of the position and specifically address relevant qualifications and experiences.

Mailed, faxed, and late applications will not be considered. We thank all applicants for their interest, but due to the large volume of applications, only candidates selected for an interview will be contacted.

General Information:

Goulbourn Museum is an equal opportunity employer. All offers of employment for this position will be conditional upon satisfactory reference checks. There is no public transportation to the Museum site. Goulbourn Museum is located on the traditional, unceded territory of the Algonquin Anishinàbeg. Located in Stittsville, Ontario the Museum is housed in the old Town Hall, built in 1872. Today it shares the story of Ottawa's oldest military settlement and early life in the former Goulbourn Township.