Oct 5, 2022

**REQUEST FOR QUOTES (RFQ)**

Job title: Digital Collections Archivist

Location: Museum of Vancouver

RFQ closing date: October 28, 2022

RFQ awarded by: November 14, 2022

Position type: Contract

1. **BACKGROUND**

The Museum of Vancouver (MOV) has received a grant from Canadian Heritage to develop a digital collections plan and management infrastructure. MOV is seeking an experienced and collaborative Digital Collections Consultant to lead the organization’s development of its digital strategy and digital collection management infrastructure. MOV currently creates, curates, exhibits, loans, and stores a wide range of digital assets documenting Vancouver’s civic identity and histories. We are looking for a Digital Collections consultant to increase our capacity for stewardship and long-term access to digital materials.

1. **SCOPE OF WORK**

* Review the inventory of digital assets associated with MOV’s collections
* Work closely with and advise the curatorial and conservation team to assess needs and establish digital preservation priorities for the institution’s digital assets
* Produce a digital collection management plan, including copyright management plan
* Create the digital infrastructure: Develop processes, plans, physical infrastructure and workflows around digital asset management, data curation, digital preservation and electronic records management; lead the initial phase of the implementation
* Develop guidelines and training for staff.

1. **QUALIFICATIONS**

* Masters degree in Archival Studies from an accredited institution or equivalent
* 3-5 years of experience working with digital collections
* Extensive experience in records management with a focus on the planning and management of electronic records
* Experience with project planning
* Extensive knowledge of digital preservation issues and best practices
* Experience working with smaller cultural institutions an asset
* Strong organizational skills and detail oriented

1. **SCHEDULE**

The digital archivist is required to deliver the following scopes of work

* Identify the digital preservation priorities for the institution’s digital assets: December 15, 2022
* Produce a digital collection management plan: January 30, 2023
* Create the digital infrastructure: Develop processes, plans, physical infrastructure and workflows around digital asset management, data curation, digital preservation and electronic records management: May 30, 2023
* Develop guidelines and training for staff: June 30, 2023

1. **BUDGET**

* Approximately $45,000 for labour only (equipment and supplies budgeted separately)

1. **AWARD OF CONTRACT**

After selection, a service agreement contract will be prepared which could include discussion of the terms and conditions in the contract and minor modifications of scope and price.

The following documentation will be requested from the Contractor:

* WorkSafeBC confirmation (where applicable)
* Certificate of Insurance
* GST# or SIN
* Business License

1. **CONTACT INFORMATION**

Please send quotes and questions to:

Wendy Nichols, Curator of Collections

Email: wnichols@museumofvancouver.ca

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