

Digital Collections Archivist job posting, Museum of Vancouver

Application deadline: August 6, 2023

Start date: September 5, 2023

Job Description

Temporary Full-Time (M-F 35hrs/week) for six months (with possibility of extension)
PG 24 \$29.87-\$35.15/hour dependent on experience

Background:

The Museum of Vancouver (MOV) currently creates, curates, exhibits, loans, and stores a wide range of digital assets documenting Vancouver's civic identity and histories. MOV has received a grant from Canadian Heritage to develop a digital collections plan and management infrastructure (Phase 1) and then to implement the resulting digital asset management system (DAMS) by processing existing born digital and digitized analog material (Phase 2). Phase 1 has been completed. The DAMS is comprised of a FileMaker Pro database, Sync cloud storage, an 18TB external hard drive, and Simply LTO-9 tape drive. Extensive manuals have been written to guide the process. MOV is now seeking an experienced and collaborative Digital Collections Archivist to carry out Phase 2.

Responsibilities:

- Assist in managing the Digital Collections and Assets through collection analysis.
- Collaborate with colleagues to review current practices and implement and modify procedures for the development of the digital collections and assets.
- Collaborate with colleagues to arrange professional development and training sessions for staff and users.
- Manage and process acquisitions into the Digital Collections and Assets database in FileMaker Pro. This includes extracting metadata from digital objects, cataloguing, copyright and conservation assessments.
- Carry out virus scans and fixity-checks on newly acquired digital objects.
- Properly store chosen digital objects in the Long-Term Preservation System.
- Maintain the Digital Collections and Assets Access Repository (Sync) and Long-Term Preservation System through preservation activities such as migration, normalization, fixity-checks, and documentation.
- Work with staff to select analog materials for digitization. Oversee the process of outsourcing and preservation.
- Answer inquiries and requests for access to digital objects.
- Contribute to the continued development and expansion of the collections practices that evolve with the needs of users and MOV's values.

Qualifications

- A degree from an accredited master's level program in archival studies.
- Understanding of collection development practices, archival hierarchies (RAD), and ability to plan and implement collection assessment projects.
- Excellent analytical, problem solving, and project management skills.
- Strong initiative and ability to manage multiple tasks and prioritize effectively.
- Ability to work successfully independently and collaboratively.

Assets

- Experience with FileMaker Pro and Linear Tape Open (Simply LTO-9) with Hedge Canister
- Familiarity with best practices developing and managing digital collections and archival collections.
- Demonstrated ability to learn new technologies and software platforms.

Please submit a cover letter and resume by email no later than midnight on August 6th to wnichols@museumofvancouver.ca. Regretfully, only those applicants selected for interviews will be contacted.

Note that this position is on site. Only residents of the Lower Mainland or those willing to relocate should apply.

At the Museum of Vancouver, we are committed to recruiting a diverse workforce that represents the communities of Vancouver. All qualified applicants, regardless of race, religion, gender identity or expression, sexual orientation, national origin, disability, or age, will be considered for employment. If you have any accessibility requirements or concerns regarding the hiring process or employment with us, please notify us so we can provide suitable accommodation. This position falls under the jurisdiction of CUPE local 15.

The Museum of Vancouver is located on the unceded territories of the x^wməθk^wəyəm (Musqueam), səliiwətaʔ (Tsleil-Waututh) and Sk̓w̓xwú7mesh (Squamish) Nations, at the site of the ancestral Village of Seńákw – neighbouring the current Sk̓w̓xwú7mesh reserve of the same name.