The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

The McCord Museum is seeking a
Digital Information Management Technician
Reference # 201606E

Reporting to the Project Manager, Web and Multimedia, the incumbent will contribute to the management and dissemination of the digital images in the collection. This individual will also help ensure the sustainability of the images by collaborating in the implementation of a management procedure and monitoring its application.

Roles and Responsibilities

Digital Images Management

- Integrate new photographs from the collection into the collection management software (TMS):
  - Photographs of objects in the collection for dissemination purposes;
  - Documentary photographs of objects in the collection;
  - Photographs produced during restoration activities;
  - Photographs of exhibition installations;
- Manage and update the digital image inventory in The Museum System (TMS);
- Collaborate with the Archivist in implementing a procedure to manage images and ensuring its application;
- Collaborate on digitization projects for the collection;
- Coordinate internal and external requests for photo reproductions with the photograper;
- Produce the required documentation associated with photo reproductions (invoices, correspondence);
- Apply the fee schedule to external requests for photo reproductions;
- Recommend changes to the fee schedule for the use of images in the collection;
- Stay up to date on basic copyright and reproduction laws.

Dissemination of the collection

- Assist the Project Manager, Web and Multimedia, in various dissemination projects:
  - Preparation of images and data for posting on the Museum website;
  - Dissemination of the collections on the Museum website and on a variety of platforms Web (Flickr, Google Art Project, etc.).

Employment conditions:

- Full-time position (35 hours / week) beginning October 3, 2016, three-month probation period;
- Duration 18 weeks with the possibility of long term extension;
- Competitive compensation and possibility to participate the benefit package;
- Stimulating work environment that emphasizes innovation and knowledge sharing.

Qualifications and profile required:

- College diploma in Archives, Administration or related field **with** certification in Archives Management or Digital Innovation;
- Minimum one (1) year of relevant experience in similar functions (experience in the cultural sector would be an asset);
- Knowledge of authors' rights law;
- Proficient in a fully computerized environment (Microsoft Office, Access, TMS, and tools of DMS or EDM);
- Fluency in English and French (written and spoken);
- Interest in the dissemination via new media and abreast of web trends;
- Mature, responsible and rigorous, able to work autonomously
- Sense of negotiation; communication and interpersonal skills; customer-service oriented philosophy;
- Creativity, technical skills, resourceful, dynamism, adaptability, versatility and organizational skills;
- Thoroughness, accuracy, attention to detail;
- Interest in culture and heritage.

Note: The incumbent must meet the eligibility criteria of the Young Canada Works internship program. These criteria can be found at: http://canada.pch.gc.ca/eng/1459869949087/1467322983084.

Application Instructions

Applications for the position will be accepted until **Monday, August 29, 2016 (ref.: #201606E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**
Forward to Lucie Beaupré, Head, Human Resources
By e-mail: rh.mccord@mccord-stewart.ca or by post: 2175 Victoria Street, Montreal, QC H3A 2A3