



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. All of the Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

The McCord Museum is seeking a  
**Coordinator, Digital Information Management**

Reference # 201717E

Reporting to the Manager, Digital Outreach, Collections, the Coordinator, Digital Information Management will contribute to the management and dissemination of the digital images in the collections. The incumbent 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*

- Coordinate internal and external requests for photo reproductions according to priority
- 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 collections
- Integrate new photographs from the collections into the Museum's collection management software (TMS)
- 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 collections
- Stay up to date on basic copyright and reproduction laws

#### *Dissemination of Collections*

- Assist the Manager, Digital Outreach, Collections, in various dissemination projects:
  - Prepare images and data to post on the Museum's website
  - Propose themes for various media (Ex.: "Collections" section of the Museum's homepage, Museum's newsletter, social networks)
  - Disseminate collections on a variety of web platforms (Flickr, Historypin, Google Art Project, etc.)
  - Set a posting schedule
- Assist in setting up technological supports in exhibitions
- Write video and projection transcripts, and carry out other related duties

### Employment Conditions

- Full-time position (35 hours / week), Monday to Friday, beginning in September 2017
- Competitive compensation and extensive benefit package
- Stimulating work environment that emphasizes innovation and knowledge sharing

### Qualifications and Profile Required

- University degree in Archives Management, Administration or related field with university certificate in Digital Information Management; certificate in Museum Studies would be an asset
- Minimum one (1) year of relevant experience
- Knowledge of authors' rights law
- Proficiency in a fully computerized environment (including EDM)
- Fluency in English and French (written and spoken)
- Interest in the dissemination via new media and awareness of web trends
- Curiosity and methodical approach
- Organizational skills and customer-service oriented philosophy
- Sense of responsibility and autonomy
- Ability to work closely with colleagues as part of a team
- Interest in culture and heritage

### Application Instructions

Applications for the position will be accepted until **September 3, 2017 (Ref.: #201717E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**

Forward to: Human Resources Department

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