



Job Posting: Digital Initiatives Lead

Location: Ottawa, ON

Reports to: Senior Manager, Collections and Exhibitions

Employment Status: Full Time, Temporary (14-month contract)

Employment Conditions: Monday - Friday (37.5 hours) ; flex hours/hybrid work-from-home

Compensation: \$22/hour

Position Summary: The MUSÉE BYTOWN MUSEUM is a vibrant and progressive community museum in the heart of downtown Ottawa, Ontario - the capital of Canada. It is a registered charity, not-for-profit organization. The Museum is seeking an innovative and forward-thinking **Digital Initiatives Lead** to lead a major digitization project. With funding from the Museums Assistance Program, and working directly with staff and partner organizations, the **Digital Initiatives Lead** will work to create engaging, accessible, and interesting digital 3D models of a selection of key artefacts within the Bytown Museum's galleries with a view to developing: in-house interactives, web programs and platforms, and virtual learning opportunities.

Responsibilities:

- Works with curatorial staff to select twenty-five key artefacts for 3D digitization
- Works collaboratively with Carleton University CIMS Lab to create 3D digital models
- Researches and writes didactic label content for digitized artefacts
- Liaises with translation firm to create trilingual content for each artefact
- Researches, obtain quotes for, engage with, and work collaboratively with a consultant or design firm to create an online portal to display 3D models and information
- Assess website hosting capabilities and make recommendations for suitable platforms
- Makes recommendations for integrating new 3D models into physical exhibition gallery
- Sources, obtains quotes, create recommendations for, and purchases required digital equipment, in-gallery hardware etc.
- Ensures the Museum's voice and unique brand is threaded throughout all public facing elements and communications
- Identifies curriculum links within content to facilitate engagement with school boards
- Assist in the planning of one "Beyond Bytown" virtual lecture with speaker(s) list to highlight project following completion
- Leads regular meetings with Senior Manager and other staff when appropriate to ensure project flow
- Works within allotted budget and project timeline to deliver high quality content
- Contributes to project final report for Museums Assistance Program Grant

Requirements:

- Bachelor's degree or equivalent in museum studies, graphic design, web design
- A minimum of one year of relevant experience in working with historic collections, digitization, photography/photogrammetry, and/or web design, preferably within a museum, historic-site, not-for-profit, or other visitor-facing organization
- Excellent written and verbal communications skills
- Fluency and ease working with Adobe Creative Suites, MS Office Suite, database management systems, digital cameras (still and video)



- Advanced knowledge of digital design. Ability to maintain currency with and access new technologies, including: 3D scanners and scanning software
- Knowledge of, and experience with artefact handling, transportation, and documentation
- Have exceptional interpersonal skills and the ability to work in a collaborative, team-based environment while maintaining accountability for specific deliverables
- Proven project planning and implementation skills
- Fluently bilingual (French and English) an asset but not a requirement

This contract position offers flexible work hours, including hybrid/work-from-home opportunities, off-site work hours etc.

Application instructions:

Please apply with a resume and covering letter with the subject line “[Your Name] – Digital Initiatives Coordinator” to grantvogl@bytownmuseum.ca by **Sunday, February 12th, 2023 at 11:59pm EST.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The MUSÉE BYTOWN MUSEUM is an equal opportunity employer.