

**OTTAWA MUSEM NETWORK**  
**DIGITAL PROJECT MANAGER POSITION**  
**(Subject to and pending funding approval)**

The OMN is currently looking for a Digital Project Manager intern (one position) for a five-month period from November 16, 2020 –March 30, 2021. This is a great opportunity to gain valuable and relevant work experience while building industry contacts with the local museum sector. These valuable skills will be an asset to an aspiring project manager or anyone interested in a career in the museum sector.

The Digital Project Manager Intern position is a full-time position. The rate of pay is \$18 per hour. The OMN's office is in Ottawa Centertown. However due to COVID-19 it is likely the person hired will work from home. However, some travel may be required to the eleven local community museums, which are located in greater Ottawa, from Carp to Cumberland. A valid driver's license and access to a car is preferred.

**APPLICATION PROCESS & DEADLINE:**

Please send a personalized cover letter and resume by November 9th 2020, by email to: **director@omn-rmo.ca**. **Please note the position is subject to and pending funding approval.**

**ELEGIBILITY CRITERIA**

Candidates for the position must meet and pre-qualify for Young Canada Works Intern (YCW) eligibility requirements including:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Being legally entitled to work in Canada;
- A recent graduate who graduated from college or university within the last 24 months, at the start of employment;
- Are 16 and 30 years of age at the start of employment;
- Unemployed or underemployed college or university graduate, not employed full-time;
- May not receive EI benefits while employed with the program;
- Have not previously participated in, or been paid under this or any other Career Focus grant;
- Meeting the specific eligibility criteria of the program to which you apply;
- Are registered in the YCW online candidate inventory;
- Are willing to commit to the full duration of the work assignment; and
- Do not have another full-time job (over 30 hours a week) while employed in the position.

*Note: Non-Canadian students and graduates holding temporary work visas without permanent status are not eligible).*

**ABOUT THE OMN**

The Ottawa Museum Network works to provide a strong voice for Ottawa's local community museums and through collaboration, to strengthen the capacity of member museums; to celebrate, reflect and share the stories of Ottawa's diverse and evolving communities, and foster pride in heritage and a sense of belonging to the greater Canadian community.

## PRIMARY OBJECTIVES:

The role of this Intern position is to provide project management to support three projects:

- To develop a new digital strategy for the OMN and member museums
- Create a library of shared digital tools and resources
- To address a backlog of collections that need to be uploaded to the online Ottawa Museum and Archives Collections (OMAC) <http://ottawa.minisisinc.com>

## QUALIFICATIONS

The OMN is looking for a candidate with the following qualifications:

- Completion of a formal university or college education in project management, digital studies, museums or curatorial studies.
- Interest in working in the cultural heritage sector, in project management or in digital sector.
- Strong project management experience. Knowledge of project management principles, methods, body of knowledge and software.
- Strategic or tactical planning knowledge and experience.
- Experience with digital strategies, applications, databases; and skills with MINISIS an asset
- Experience or knowledge of exhibition planning/implementation
- Experience in the museum, non profit sector or business management
- Demonstrated interest in cultural heritage and/or museum sector in Ottawa
- Demonstrated organizational skills, ability to multitask and prioritize
- Familiarity with Microsoft Office Suite
- Proficiency in both official languages, an asset (advanced English and basic to intermediate French).
- A valid driver's license and access to a vehicle is preferred

## KEY TASKS

With input and direction from OMN staff and board:

### ***Overarching***

- Develop a project overview, work plan for each project area
- Organize initial meeting with key stakeholders, where appropriate
- Coordinate logistics and arrangements during the projects.
- Identify process for decision-making and coordinate.
- Attend OMN Board meetings to project updates
- Write and disseminate regular project status reports
- Distribute draft and final documents to relevant stakeholders
- Establish an evaluation approach for each project area of focus
- Arrange final project meeting evaluation, and develop evaluation report
- Support the ED and MO with other tasks, as necessary

### ***1. Develop a digital strategy:***

- Confirm mission and goals for digital strategy
- Seek approval of work plan
- Develop a digital needs survey

- Analyze results of survey, and prioritize digital needs identified
- Seek input on preliminary survey findings and analysis
- Establish framework and table of contents for the digital strategy
- With input from the Steering Committee, develop draft digital strategy
- Distribute the draft digital strategy to Steering Committee/Board for input
- Distribute the final strategy to Steering Committee for information

## **2. Create a library of shared digital resources**

- Confirm mission and goals for library of shared digital resources
- Based on survey identify a prioritized list of digital tools for the shared library of digital resources.
- Confirm with museums / partners if any these tools are accessible elsewhere.
- Identify list of estimated costs for desired digital tools needed
- Research potential funding sources for digital projects and their selection criteria
- Develop funding proposal/s for library of resources based on prioritized list of tools
- Submit funding applications, as appropriate
- Explore potential partnership with appropriate organizations to support, house and oversee the library of digital resources
- If potential partner is successfully found, draw up an agreement regarding: roles and responsibilities, insurance, maintenance, budgetary considerations, hours of access, benefits to partners (e.g. use of the digital tools), etc.

## **3. Increase the Collections uploaded on the Ottawa Museums and Archives Collection (OMAC)**

- Contact community operated museums participating in the OMAC initiative with a backlog on uploading their collections on OMAC (potential of 4)
- Confirm with interested museums proposed schedule to upload collections on OMAC
- Discuss whether working remotely or on site
- Develop work plan to reflect museums needs and COVID-19 health regulations
- Coordinate and participate in an orientation to MINISIS (OMAC system)

The Ottawa Museum Network is an equal opportunity employer and welcomes applications from all qualified candidates. Priority will be given to candidates from the Government of Canada's job equity groups (i.e. youth with a disability, aboriginal youth, visible minorities and new Canadians).

Only those selected for interviews will be contacted.