



Heritage Projects and Partnerships Coordinator

The Heritage Projects and Partnerships Coordinator is Master of Library Studies (MLS/MLIS) or Master of Museum Studies (MMSt) or equivalent graduate with a background in marketing, communications, and stakeholder engagement, particularly as it pertains to scholarly communications and the preservation of, and access to Canadian heritage content. The Heritage Projects and Partnerships Coordinator works alongside CRKN's Engagement, Digitization, and Member and Metadata Services teams on member and stakeholder-focused digital projects. Under the supervision of the Senior Director, Strategy and Engagement, the Heritage Projects and Partnerships Coordinator will provide support to CRKN's digitization, preservation, and hosting clients, seek out new digitization, preservation and hosting projects, and will connect with the broader stakeholder community to promote CRKN's digital heritage services. The Heritage Projects and Partnerships Coordinator will also coordinate CRKN's Associate membership process and connect with prospective Associate members, as well as provide administrative and governance support to the DataCite Canada Consortium.

Duties and Responsibilities

Heritage Projects and Marketing Coordination (45%)

- Promote the digitization, preservation, and hosting services of CRKN to members and stakeholders
- Liaise with GLAM members and partners such as LAC, BAnQ, TPL, and others on potential digitization projects and strategies
- Provide project management for all third-party digitization, metadata, preservation, and hosting projects, aligning client and internal timelines
- Provide member and stakeholder support with regards to digitization, metadata, preservation, and hosting services questions and inquiries
- Assist the Manager, Digitization and Heritage Collections, with providing quotes to prospective clients
- Oversee the coordination of client needs, updating project plans and timelines as needed
- Provide regular updates to clients on the status of their projects
- Champion the use of CRKN's internal project time tracking and forecasting tool
- Oversee the Canadian National Digital Heritage Index,
- Seek external funding sources for heritage and working with management to support the application

Partnership Coordination (40%)

- In close collaboration with the Manager, Member and Metadata Services as well as staff at CARL/Portage, provide administrative and governance support to the DataCite Canada Consortium
- Coordinate new associate membership applications to CRKN and market the benefits of CRKN associate membership to the GLAM community
- Provide ongoing support for strategic partnerships and initiatives as needed, as they relate to CRKN's heritage collections program

Communications Support (15%)

- Support CRKN's social media campaigns by drafting and posting messages and content for heritage projects, as needed
- Assist in the updating and maintenance of content on the CRKN website
- Provide input and administrative support for CRKN communications and marketing initiatives
- Edit and review text prepared by colleagues to ensure accuracy and consistent messaging and positioning
- Support the creation of surveys and evaluation of survey results

In a small team environment, each individual is expected to work towards overall CRKN goals, and at times, a team effort is required that may involve taking on tasks outside the normal or expected scope of their role. This position may require the incumbent to attend and represent CRKN at stakeholder, industry or member conferences and events. Other duties may be assigned as required.

Qualifications

The ideal candidate will have an MLIS / MMSt degree or equivalent as well as fluency in English and French. Other relevant and desired education, experience and skills include:

- Strong writing and editing skills
- Experience in digital marketing for the not-for-profit sector
- Superior member, stakeholder, and customer relationship management skills
- Demonstrated project management experience
- Communications and social media experience (including website content, blog and article writing, social media strategy)
- Experience in the Galleries, Libraries, Archives, and Museums (GLAM) sector
- Experience supporting not-for-profit governance
- Experience with website content management systems
- High level of initiative and strong sense of ownership to achieve results for the overall organization
- Capability to be a team player with demonstrated ability to adapt to changing environments and multiple deadlines
- Ability to work well under pressure with discretion, tact and good judgement.
- Experience with and/or knowledge of persistent identifiers would be considered an asset
- Experience with event coordination would be considered an asset

Term

This is a one-year term position, with the possibility of renewal.

Location

Preference will be given to candidates located in, or willing to relocate to Ottawa, Ontario. Remote work may be considered for this role.

To Apply

Please send a letter of application and resume via email to:

Canadian Research Knowledge Network

Attn: Rebecca Ross, Senior Director of Strategy and Engagement
Email: hr@crkn-rcdr.ca

Please reference Heritage Projects and Partnerships Coordinator in the email subject

Closing date: June 5, 2020

We thank all applicants for their interest in CRKN, however only those candidates selected for an interview will be contacted.

CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment. If you require accommodation during the recruitment process, please include in your cover letter when applying for the position and all efforts to provide the appropriate accommodation will be put into place.