



JOB DESCRIPTION

Job identification

Job title : Digital processing Archivist
Division : Collection
Service : Collection
Supervisor : Digital archivist
Nb of positions: Three
Status: Temporary, full time (35hrs/week)
Duration: 2 years with possibility of extension
Posting period: April 19 to May 7, 2017
Job entry: June 2017

Job summary

The responsibilities for this job include arranging and describing born-digital and hybrid digital/physical archives, ingesting born-digital data from the archives into CCA's Archivematica-based digital repository. The incumbent will assist the Digital Archivist with other aspects of the ongoing development of CCA's born-digital archives program. This work is part of a two year program in which CCA wants to emphasize access to the born-digital collection brought together during a multiyear project called *Archaeology of the Digital*. 25 Projects collected for *Archaeology of the Digital* must be processed, made available on dedicated access workstations in the CCA Study Room, and described via finding aids available on the CCA website in the next few years. The work should result in a workplan for other born-digital material in the Collection as well and requires collaboration with CCA staff working on *Archaeology of the Digital* such as the editors and the curatorial coordinators, as well as with the Head of Collection Access.

Key responsibilities

- Arranges and describes born-digital and hybrid archival collections
- Performs quality assurance during ingest of born-digital archival data into Archivematica
- Creates and analyzes disk images of born-digital materials received on physical storage media
- Performs preservation actions such as file format migrations as needed
- Contributes to discussions with the Digital Archivist, the editorial and curatorial team as well as with the Head of Collection Access on refinement of workflows for accessioning, ingesting, processing, describing, preserving, and providing access to born-digital materials

Required qualifications

- Education: Master of Library and Information Science (MLIS)
- Number of years of relevant work experience: 1 to 3 years

Competencies

- Excellent knowledge of French and English, spoken and written
- Working knowledge of archival descriptive standards such as RAD, ISAD(G), and/or DACS
- Familiarity (through experience or coursework) of digital preservation issues, strategies, standards (e.g. OAIS, PREMIS), and best practices
- Excellent computer skills, including knowledge of a wide range of computer storage media, file systems, software, and file formats
- Experience applying tools such as Bitcurator and Archivematica to



Centre Canadien d'Architecture / Canadian Centre for Architecture

process born-digital archival materials, an asset

- Knowledge of digital forensics tools and techniques, an asset
- Knowledge of/experience with computer-aided design programs (AutoCAD, Microstation, Rhino, Maya, formZ, etc.), an asset
- Knowledge of basic *nix terminal commands, an asset
- Some familiarity with programming/scripting languages such as Python, Ruby, or bash or willingness to learn, an asset

Please submit your application by email (rh@cca.gc.ca) before May 8, 2017 to the attention of Human Resources of the Canadian Centre for Architecture located at 1920 Baile Street, Montreal (Quebec) H3H 2S6. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer.