



Digital Collections Project Manager Required

The Pictou-Antigonish Regional Library is seeking a Digital Collections Project Manager. The Manager will redevelop the regional library's local history site, NovaStory.ca, and train select staff in the addition of content.

This is a short-term part-time contract position (approximately 21 hours per week, 20 weeks) with an hourly rate of \$25 plus mandatory benefits. It is suitable for working from a remote location and computer equipment / software will be provided. [A complete Job Description can be found below.](#)

Enrollment in, or completion of, a library technician, library and/or archival studies program considered an asset. Knowledge of the ContentDM digital management application is not a requirement, however, a good knowledge of technology is essential. Aptitude for learning from online resources. Good organizational, communication, and time management skills are required.

Please send resume and cover letter no later than Friday, December 9, 2022 to:

Eric Stackhouse, Chief Librarian
Pictou-Antigonish Regional Library
182 Dalhousie St.
New Glasgow, NS B2H 4M3

Or email:
estackhouse@parl.ns.ca

We thank everyone who applies but only those selected for an interview will be contacted.

November 22, 2022

PICTOU-ANTIGONISH REGIONAL LIBRARY
Job Description

Name of Position:
Digital Collections Project Manager

Classification:
Part-time Contract

Position Scope:

Under the direction of the Chief Librarian the Digital Collections Project Manager will redevelop the regional library's local history site, NovaStory.ca, and train select staff in the addition of content. This position works in cooperation with the Community Technology Manager and New Glasgow Heritage Clerk.

Outline of Typical Duties:

- Review training and support materials for OCLC's ContentDM application.
- Make improvements to our current NovaStory.ca public interface using ContentDM integrated features.
- Update and develop digitization work-flow plans for various types of local history content (book, photo, audio, video, etc.). Review these plans with the New Glasgow Heritage Clerk and Community Technology Manager so they can assume long term control and development of NovaStory.ca.
- Working with staff, determine a digitization plan of what materials should be digitized, their priority, and what complexities each would have (ie: copyright, special digitization requirements, etc.)
- With PARL public relations staff create and implement a promotional plan for the local public, and those from away, interested in Antigonish and Pictou heritage and culture. This would involve working with local tourism authorities.
- As time allows, digitize select materials for inclusion in NovaStory.ca.
- Other duties as required.

Education Required:

Enrollment in, or completion of, a library technician, library and/or archival studies program considered an asset.

Other Requirements:

Knowledge of ContentDM is not a requirement, however, a good knowledge of technology is essential. Aptitude for learning from online resources. Good organizational, communication, and time management skills are required.

November 2022