



ALOUETTECANADA OPEN DIGITIZATION INITIATIVE

PROJECT MANAGER

The AlouetteCanada Open Digitization Steering Committee is seeking a highly motivated, resourceful individual with demonstrated project planning and management skills to lead the implementation of the *Preliminary Start-Up Business Plan*. The vision of AlouetteCanada is that Canadians will better know themselves and the world will have the opportunity to know Canadians, through equitable and enduring access to Canada's digital documentary heritage. Further information is available at www.alouettecanada.ca

Position Description

The successful applicant will be responsible for the successful implementation of the AlouetteCanada Open Digitization Strategy *Preliminary Start-Up Business Plan (Year 1: June 1, 2006 – May 31, 2007)*; and specifically for the *Critical Path/Action Plan* described in the document. See <http://www.alouettecanada.ca/businessplan-e.php>

Key Roles and Responsibilities of the Project Manager:

Under the direction of the AlouetteCanada Steering Committee, and reporting to the Executive Director of the Canadian Association of Research Libraries, the duties of the Project Manager will include:

- Project Planning: implementation of the business plan, including, strategies, actions, performance measures, timelines and budget; and consultation with stakeholders
- Fundraising to secure operational funding and resources for digitization projects
- Project Administration: financial administration of the project; liaison with, and coordination of the activities of AlouetteCanada Committees; progress reports to the AlouetteCanada Steering Committee and others; progress reports to community stakeholders; recommending and implementing policies and procedures relating to the project.
- Liaison and Communication: effective communication with members, stakeholders and funding partners, including developing promotional materials for distribution to a diverse audience, developing and maintaining the AlouetteCanada web site, and developing and maintaining effective working relationships with members and staff.

Administrative Support: Administrative support will be provided by a 0.5 FTE assistant.

Selection Criteria

- ❑ Graduate degree in library and information science, combined with at least five years experience; or equivalent qualifications in another relevant discipline e.g. archives, museum management, business management
- ❑ Demonstrated planning and project management skills
- ❑ Working knowledge of technology applications and networking, including digitization of content
- ❑ Excellent verbal and written communication skills in English - essential
- ❑ Excellent verbal and written communication skills in French - highly desirable
- ❑ Strong interpersonal, organizational and analytical skills
- ❑ Excellent computer skills
- ❑ Evidence of ability to work collaboratively, including the ability to build consensus
- ❑ Evidence of ability to work independently

Other

Salary: Commensurate with experience and qualifications. Secondments will be considered.

This is a contract position until May 31, 2007 with the possibility of extension.

Location: to be determined

Applications should be sent to:

Ms. Carole Moore

Chair, AlouetteCanada Steering Committee

c/o carladm@uottawa.ca

Closing date for applications: July 14, 2006

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.