

APRIL 12, 2024

SUPERVISOR, ARCHIVES AND DIGITAL PRESERVATION

POSITION NUMBER: 00300854

POSITION STATUS: Continuous, Full-Time

DIVISION: Technologies

DEPARTMENT: Technical Resources

SALARY RANGE: 9 – \$73,777 to \$93,407 (under review)

UNION CATEGORY: PIPSC

FLEXIBILITY PROFILE: Mostly On-Site

LOCATION: Montreal

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

SUMMARY OF DUTIES

Responsible for the lifecycle management of digital documents (i.e., both texts and audiovisual material), from their classification to their final deposit in the archives or their disposal, as applicable. Operationalizes the digitization of the NFB's paper documents. Implements strategies that ensure continual access to archive documents while considering the challenges of digital obsolescence and technological evolution. Develops plans, analyses, and reports on digital preservation management for NFB documents and helps establish directives and procedures in this area. Ensures standards are up to date and applied, particularly regarding metadata, to support fast and efficient use and accessibility of documents.

MAJOR RESPONSIBILITIES

- Manages the lifecycle of text documents, digital audiovisual materials and artifacts, from their classification to final deposit in the archives or their disposal, as applicable.
- Operationalizes the digitization of NFB documents based on digital preservation standards and in compliance with information security, protection and accessibility requirements and retention schedules.
- Develops plans, strategies, analyses and reports relating to NFB document management and participates in policy development in this area.
- Ensures that documents present the correct metadata to support quick and efficient use and accessibility.
- Responsible for implementing projects to manage all types of digital documents.
- Establishes organizational classification systems, retention schedules and retrieval instruments in accordance with government directives.
- Develops and maintains relations with all NFB sectors, Library and Archives Canada, and the Treasury Board of Canada Secretariat, as part of the process of maintaining best practices in record-keeping and use of information.
- In collaboration with the Information Technology and Engineering & Development teams, evaluates the risks associated with digital obsolescence, hardware failures and computer security threats to digital documents and implements risk-mitigation solutions.
- Documents, implements and oversees the application of digital document quality-assurance measures, including validation checks and data-corruption monitoring.
- Manages and oversees digital document migration to new formats or systems, as required, to meet challenges associated with format obsolescence or technological evolution.
- Contributes to the development and implementation of policies related to digital preservation, including access restrictions, version control and disaster recovery.
- Keeps skills up to date, stays abreast of advances in the field of digital technology, and monitors trends that may impact the sustainability of digital formats.
- Ensures sound management and proactive planning of financial and material resources for their team.

- Manages the sector's human resources in accordance with the NFB's values and policies and in line with the applicable collective agreements; builds effective teams and ensures that synergy, cohesion and a spirit of cooperation are created and maintained within the group.
- Sets clear expectations and evaluates individual and sector performance; establishes performance indicators, sets annual goals and advances talent-development plans.
- Communicates to staff in their sector the objectives and strategies to be pursued, and acts as the sector's spokesperson with internal and external collaborators.

REQUIRED QUALIFICATIONS

- University degree in archival science, information science or computer science, or an equivalent combination of training and experience;
- Minimum eight (8) years' experience in document management and/or digital preservation, including at least two (2) years spent managing large projects or multidisciplinary teams;
- Excellent knowledge of archival principles and tools, as well as standards and practices used in information management;
- Excellent knowledge of software and databases used in archive management;
- Availability for travel;
- Bilingualism in the official languages (French and English), both orally and in writing.

PERSONAL QUALITIES

- Sound judgment, initiative and autonomy;
- Excellent capacity for analysis, synthesis and problem solving;
- Excellent ability to manage multiple tasks simultaneously, with an organized, meticulous, rigorous and structured approach to work;
- Able to establish good interpersonal relationships, to be effective in professional interactions and to exercise unifying leadership;
- Flexibility in the face of changing priorities and objectives;
- Good coaching and active-listening skills;
- Excellent general knowledge, as well as verbal and written communication skills.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé to cv@nfb.ca, BY APRIL 26, 2024, citing competition number: MC-00300854.**

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.