



JOB POSTING

DIGITAL ASSET ASSOCIATE

The First Peoples' Cultural Council is a First Nations-run Crown Corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia, and is based in Victoria, B.C. We are looking for a tech-savvy digital asset associate to join our team in supporting the success of language revitalization programs in First Nation communities in B.C. This position is a one-year term position with potential for renewal based on funding and needs.

Summary

The Digital Asset Associate will develop and implement FPCC's language digitization initiatives, which include the documentation and digitization of FPCC's collection of community-created language resources, as well as the digitization grants and training program for First Nations communities in B.C. The Associate will develop a model of best practices for digital asset management for the FPCC and will apply this model to FPCC's collection of language resources. The Associate will also develop and implement a grants and training program for First Nations communities focused on the digitization of language resources and ongoing training in digital data curation.

Responsibilities:

- Researches best practices in digitization and archives management through online and print resources.
- Conducts ongoing documentation and digitization of the FPCC collection of language resources, including the development of a metadata system to label, identify and track physical and digital resources in the collection.
- Develops and applies a system of document and digital asset management standards and procedures.
- Develops a grant program to support B.C. First Nations communities with the digitization of language resources. Supports the Language Programs Manager in the planning, coordination and delivery of the program, including the necessary promotion, analysis and reporting.
- Works with B.C. First Nation communities to understand their needs related to digitization, provide advice and consultation, and to build capacity by sharing knowledge resources
- Provides coaching support to communities through email, phone and webinars, on the proposal process, project implementation, and reporting requirements for digitization projects.
- Prepares guides and tools for FPCC and First Nations communities on best practices related to digitization and digital asset management.
- Develops and delivers training workshops on digitization and digital asset management.
- Coordinates training workshops and other events as required, including event planning, venue coordination, delegate travel, etc.
- Collaborates with external organizations to coordinate and streamline digitization initiatives for communities.



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- Prepares reports, briefs and other correspondence related to the digitization project as required.
- Travels as needed within and outside of BC to attend training workshops and/or to visit communities for purposes related to the work.
- Coordinate own training- and promotion-related travel and accommodation.
- Other duties as required.

Education & Training

A post-secondary certificate or diploma in a related field and one to three years of experience working with First Nations communities and digital tools, or an acceptable combination of equivalent education, training and experience in related fields.

Skills and Abilities

Must possess demonstrated ability as outlined below:

- Knowledge of BC First Nations' languages and communities
- Demonstrated meticulous attention to detail
- Comfortable with a variety of digital technologies
- Knowledge of general best practices in digitization and digital asset management
- Ability to build relationships with community members and partners
- Experience with innovating ideas into successful practical applications
- Ability to stay motivated and focused in a self-directed work environment
- Excellent oral and written communication skills
- Experience writing reports
- Demonstrated tact and judgment in interpersonal relationships
- Exceptional computer skills

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter, by April 12, 2019, to:

Aliana Parker

Email: aliana@fpcc.ca

Submissions from applicants with Indigenous ancestry are strongly encouraged to apply. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.