

EXPRESSION OF INTEREST CFAC 1003-08

The Centre for the Arts and Communications Faculty of Grant MacEwan College in Edmonton, Alberta, requires an independent contractor to provide the services of a Digital Resources Consultant to develop sustainable policies and processes for selecting, acquiring, digitizing, archiving and maintaining a digital fine art image collection that will become part of a faculty-wide digital asset management program.

Specific Responsibilities are as follows:

1. Initial requirement will be to develop an approved work plan which defines outcomes, milestones and a project timeline. This will be done in consultation with the Fine Art program and Information and Technology Services representatives and may include representation from other programs as appropriate
2. Develop program protocol for: acquiring, digitizing, archiving and maintaining a digital collection; collection management; and copyright clearance
3. Define the user base, demand and access points
4. Define taxonomy and metadata standards using best practices
5. Develop content usage standards
6. Work with Information and Technology Services to ensure appropriate IT infrastructure support
7. Research and recommend image management software
8. Supervise initial stages of image digitization
9. Investigate and recommend appropriate means of long-term image acquisition

Individuals or organizations able to bring the following qualifications to this project are invited to respond to this Expression of Interest by providing an electronic response to the contact listed below.

1. Graduate degree in library science and or art history is desirable, plus a strong background in creating and managing digital images and associated metadata
2. Project management experience
3. Experience defining taxonomy structure and view
4. Knowledge of art-related image metadata standards, related software, and internet resources for creating metadata
5. Ability to recognize and explain best practices in visual resource management
6. Awareness of new technology and trends and their application for imaging services
7. Thorough understanding of database applications, particularly as they apply to digital image management

This project will commence immediately and has a target completion date of October 31, 2008.

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Interested parties should include the following information in their response:

1. Details of consultant qualifications
2. Evidence of the ability to successfully undertake the Specific Responsibilities listed above
3. Details of the proposed approach and methodology to complete the services
4. The names and addresses of three parties that can attest to consultant qualifications and experience
5. Budgetary cost estimate for consulting services, including any support requirements
6. Identification of any expenses not included in budgetary cost estimate

Please send all responses or questions related to this project electronically to:

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