



# Digital librarian

## Montreal - Full-time - 744000004143487

**Apply Now:** <https://jobs.smartrecruiters.com/Ubisoft2/744000004143487-digital-librarian?oga=true>

Join Anvil Pipeline's ambitious team, whose mandate is to collaboratively develop the technologies related to the Anvil/Scimitar video game production pipeline.

The digital librarian is responsible for diagnosing content management needs and designing, executing & maintaining the strategy to support organization and optimization of content to promote efficiency and encourage collaboration.

### What you'll do

- Translate client requests and needs into actionable content strategies & recommendations that align with their business objectives; and follow the overall knowledge management strategy at Ubisoft;
- Create content strategy deliverables such as content inventories, audits, models, templates and governance documents to support content management & knowledge sharing;
- Prepare and facilitate content workshops with clients, stakeholders or/and end users;
- Interpret user research, analytics, benchmarks, and other data to guide recommendations and action plans;
- Define information architectures, taxonomies and metadata strategies (frameworks for grouping and tagging content);
- Apply content governance processes (archiving, quality workflows, publishing guidelines) to support lifecycle management.
- Evangelize content management best practices and support the evolution of content management ambassadors within the team;
- Lead change management processes to ensure content strategies and governances are being adopted and followed by clients;
- Evangelize content management best practices within the team.

### What you bring

- A bachelors or masters degree in Information Science, Journalism, or Communications preferred;
- 3 to 5 years of experience in a digital content management environment;
- Deep knowledge of content management concepts and best practices;
- Ability to lead discussions and workshops with stakeholders;
- Ability to teach and educate users and contributors on content management concepts;
- Ability to work efficiently as part of a team, balancing multiple projects and prioritizing accordingly;
- Ability to balance strategic vision and tactical to-dos;
- Detail oriented, self-starter (autonomous);

- Strong communication and presentation skills;
- Experience with change management projects;
- Strong organizational skills;
- Experience working in fast-paced/agile environments;
- Familiarity with SharePoint or Confluence a plus;
- Familiarity with IT development and related terminology a plus;
- Familiarity with product development practices a plus;
- Knowledge of technical writing a plus;
- Knowledge of the video game industry a plus.

Charles-Antoine and Marie, our talent acquisition specialists, will analyze your application. Please send us your **CV** highlighting your education, experience and skills.

**Please note** that our positions are hybrid, but if you reside outside Quebec or Canada, relocation will be necessary. If you require a work permit, your eligibility will depend on your education and relevant work experience, as required by the government.

We look forward to reading your application ! ☐