



WOODLAND
CULTURAL CENTRE

**LIBRARIAN
JOB POSTING**

The Woodland Cultural Centre is currently seeking a Librarian. Under the direction of the Executive Director and current Librarian, the Librarian assumes the responsibility for acquiring, organising, managing and distributing library resources, and ensuring that library provision meets the needs of all its users.

Duties Include

- selecting, developing, cataloguing and classifying library resources
- answering readers' enquiries
- using library systems and specialist computer applications
- recruiting and managing summer students and volunteers
- liaising with Woodland Cultural Centre staff, external organisations and suppliers
- ensuring that library services meet the needs of particular groups of users (e.g. staff, postgraduate students, disabled users)
- managing budgets and resources
- supporting independent research and learning
- developing IT facilities
- assist readers to use computer equipment, conduct literature searches etc.
- prepares narrative reports with statistical data for board reports and annual reports
- maintains website information about the library and provides book reviews
- must be able to travel as required

Qualifications

- excellent organisational and interpersonal skills
- strong IT skills and familiarity with the use of databases, research best practices, and search engines
- knowledge of the Library of Congress classification system
- team working and management skills
- knowledge/understanding of the Indigenous civilizations of the Eastern Woodland including their history, geography, cultural practices and language.
- Library Technician diploma or equivalent

The Librarian's regular hours are from 9-4:30, Monday to Friday, and occasional Saturdays.

The salary for this position is dependent on experience and qualifications.



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Preference will be given to applicants of Indigenous heritage.

All applicants for this position should submit a cover letter, a current resume, and three references by 4 pm Tuesday January 21st, 2020 to:

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON N3S 2X2

Attn: Virve Wiland
Librarian
(519) 759-2650
library@woodlandculturalcentre.ca

Note: Only those selected for an interview will be contacted.