



## JOB DESCRIPTION

### Job identification

Job Title :	Curator, Books
Division :	Collection
Immediate superior :	Associate Director, Collection
Status :	Permanent, full time (35hrs/week)
Posting period:	April 17 to May 16, 2018
Job entry :	June 2018

### Job Summary

The key responsibilities of this job are to develop a coherent long term strategy for library acquisitions that relates to the curatorial direction and other Collection acquisitions. The incumbent plans, coordinates and manages all aspects of the acquisition of library collection materials. In doing so, the incumbent collaborates actively with the curatorial, editorial, collection and research divisions, as well as with the bookstore and Collection team.

### Key responsibilities

#### Library acquisitions

- In collaboration with the curatorial, editorial, collection and research divisions, coordinates, plans, develops and manages all aspects of the acquisition of the library collection, and proposes lines of investigation and acquisition
- Manages and coordinates in collaboration with the Associate Director, Collection, the international exchange program of publications, in relation to curatorial projects and Collection acquisitions
- Collaborates closely with the bookstore staff on ordering and on curatorial selections to be presented
- Actively scouts for new publishers, distributors and vendors
- Manages and monitors the library acquisition operations and budgets
- Supervises the Acquisition, Assistant and works closely with the Head, Collection Access to improve access to the Collection
- Prepares customs documentation and negotiate with brokers and delivery firms
- Manages the standing order plan, selecting series titles for standing order, setting up standing orders and traces multi-volume sets and series to complete library holdings
- Deals with donors who wish to donate material, providing or arranging evaluations as required

#### Collection development strategy

- Works closely with curatorial, editorial and research staff in discussing their projects and develops a coherent collection development strategy that responds to CCA's diverse and changing research needs
- Collaborates with CCA Bookstore staff to maintain currency in recent publications and to exchange information on publications
- Participates in the testing, evaluation, approval and implementation of new software and upgrades to the Library's integrated online system

### Required qualifications

- Education: Master of Library and Information Science (MLIS) degree from an ALA-accredited institution and an (under) graduate degree in the history of architecture or art or a related discipline in the humanities
- Number of years of relevant work experience: 3 to 5 years
- Excellent knowledge of spoken and written French and English is essential
- Good understanding of the contemporary debate in architecture
- Excellent research skills
- Familiarity with architectural bibliography
- Facility in handling fragile and precious collection materials
- Good understanding of electronic publishing and digital developments
- Good understanding of the out of print book market
- Good understanding of acquisition databases



**Centre Canadien d'Architecture / Canadian Centre for Architecture**

Please submit your application by May 16, 2018 at the latest to the attention of Human Resources, Canadian Centre for Architecture, 1920 Baile Street, Montreal (Quebec) H3H 2S6, email: [rh@cca.qc.ca](mailto:rh@cca.qc.ca). Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).