



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job Identification

Job title:	Head, Collection Access
Division:	Collection
Service:	Reference
Supervisor:	Associate Director, Collection
Status:	Permanent
Posting period:	20 July – 20 August 2018
Job entry:	15 September 2018

Job Summary

The responsibilities of this job include the management of and strategic thinking about access to the CCA Collection (library, prints and drawings, archives, and photography collections). This requires an emphasis on the conception, implementation and administration of cataloguing policies and procedures as well as reference services both online and on site. The incumbent supervises the Reference and the Cataloguing teams. The Head, Collection Access manages projects, systems and on-going activities of the digital (online) and physical access to the Collection in general. The incumbent collaborates closely with the Digital and Curatorial departments (Research, Programs and Publications) to integrate and improve access to CCA's Collection.

Key responsibilities

Management

- In collaboration with the Associate Director, Collection defines the strategy and implements new ideas on access (on site and online) to collection and library material
- In collaboration with the Associate Director, Collection sets objectives and priorities for Reference and Cataloguing services
- Develops and manages the budget for the Cataloguing and Reference services
- Supervises the systems librarian, cataloguers, and reference staff members, and manages Collection's involvement with internship programs, training and other institutions
- Keeps abreast of digital developments and initiatives in the area of library, archival and museum collection description and specifically online access
- In collaboration with the Associate Director, Collection implements the strategy of collaboration with other institutions
- Develops strategies for digitization of library material and access to digitized (AV) material online with the Digital and Publications departments

Standards, policies and procedures

- Coordinates bibliographic and object level cataloguing (in TMS and Horizon), in accordance with current international standards and CCA policy to ensure effective online and physical access to the Collection
- Determines policy of local interpretation and enhancement within the context of recognized bibliographic tools, practice, and standards
- Responsible for new policies and procedures and/or modifies existing ones to reflect access and record management needs and standards
- Coordinates (or leads) CCA participation in relevant external programs and library networks
- Collaborates with the archivists in the formulation and promotion of archival processing and object level cataloguing standards to ensure integrated intellectual access to the CCA Collection



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Systems and database implementation and maintenance

- Exerts leadership and collaboration in the assessment, development, and implementation of local information systems and applications (TMS, Horizon and online access)
- Manages CCA's subscriptions to selected supplemental databases
- In collaboration with the systems librarian and IT team, identifies and establishes the parameters of large database maintenance projects

Required qualification

- Education: MLIS (Master of Library and Information Science) degree from an ALA accredited institution (or equivalent) and an undergraduate degree in art history, history of architecture, or a related discipline in the humanities
- Number of years of relevant work experience: 5 to 7 years in an academic or research library
- Understanding of current trends in cataloguing and reference
- Knowledge of library and/or archival information systems (i.e. TMS, Horizon)
- Ability to work effectively in English and French; knowledge of additional modern European languages is an asset
- Good understanding of the changing information needs and expectations of the academic and advanced research community
- Strategic vision for the long-range planning of the Collection catalogues (Horizon and TMS), its content and its in-house systems requirements; Understanding of database creation and management, the issues of standardization and the principles and practice of resource sharing
- Excellent analytical skills required to resolve complex cataloguing problems
- Experience in museology techniques is an asset (i.e. handling fragile and precious collection material)

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 20 August 2018.** 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](#).