



CANADIAN MUSIC CENTRE
CENTRE DE MUSIQUE CANADIENNE

National Office | Bureau national

Chalmers House | Maison Chalmers
20 St. Joseph Street
Toronto, Ontario M4Y 1J9
416-961-6601
f: 416-961-7198
info@musiccentre.ca
www.musiccentre.ca
www.centremusique.ca

Région du Québec

1085, Côte du Beaver Hall, suite 200
Montréal, QC H2Z 1S5
514-866-3477
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Ontario Region

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20 St. Joseph Street
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Prairie Region

Room 320, 3rd Floor
Taylor Family Digital Library
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4
403-220-7403
f: 403-289-4877
prairie@musiccentre.ca

British Columbia Region

837 Davie Street
Vancouver, BC V6Z 1B7
604-734-4622
bcregion@musiccentre.ca

Atlantic Region

134 Main Street
Sackville, NB E4L 1A6
506-536-4263
atlantic@musiccentre.ca

The Canadian Music Centre seeks a Music and Digital Information Manager.

The Canadian Music Centre, a non-profit organization, exists to stimulate the awareness, appreciation and performance of Canadian Music by making the music of Canadian composers generally available through the Centre's information resources, production, distribution, outreach and performance activities. The Centre sells and rents scores and produces and distributes CDs. The CMC actively engages with composers, performers, educators, media, conductors and researchers in Canada and around the world.

The Canadian Music Centre is the premier source for Canadian music and operates with the National office in Toronto and five regional offices located across Canada in Halifax (Atlantic), Montreal (Quebec), Calgary (Prairie), Vancouver (British Columbia) and Toronto (Ontario). CMC has physical libraries in the National office and in four of the regions. The collections hold just over 23,000 scores, several thousand recordings, several hundred books and an active vertical file collection of clippings, ephemera and photographs. The CMC National and Quebec offices also hold archives of original manuscripts.

The CMC also has a wealth of information resources available on its website www.musiccentre.ca for viewing, listening and purchasing. This includes over 850 composer profiles, 14,000 archival recordings available for streaming, 23,000 scores available for viewing, sale or rental, and pdf download, 1,200 community member profiles and 1,300 CDs available for sale or digital download. The archive of scores pdfs is available for purchase directly online.

Duties:

The **Music and Digital Information Manager** is responsible for managing the information available through the CMC and it's website to provide access for research, loan, rental or purchase. A major focus is to ensure that scores and sound recordings are catalogued and that their associated metadata is complete in order to provide easy access to patrons and customers through the website. The **Music and Digital Information Manager** will also maintain the metadata in the CMC Digital Archive.



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Primary Responsibilities

- Responsible for the collection and entering of data required for information resource accessibility through the database driven website
- Oversee cataloguing, maintenance of library acquisitions, collection development, reference and information services and future planning
- Take a lead in ensuring composers' works are available through the CMC by engaging in outreach to the composers.
- Provide repertoire consultations to patrons and be involved in compiling special repertoire lists, catalogues and special collections, as may be requested
- Work collaboratively with other staff
- Ensure frequent communication with CMC National office staff to ensure the maintenance of the metadata
- Act as a liaison for all CMC libraries across the country and work to build synergy
- Keep abreast of premieres and works being performed in the community
- Liaison with performers, patrons, Associate Composers, new music publishers, other public libraries Library and Archives Canada and library associations.
- Provide leadership in guiding future activities and focus of the CMC's information resources
- Maintain familiarity with the current state of information technology and a commitment to keep abreast of it
- Provide CMC library information to the public, as required
- Compile regular analysis of library stats, creates overview and recommendations for Executive and National Board.
- Manages all digitization efforts related to library materials.

Other Duties/Responsibilities

- Public Relations: on occasion attends concerts, receptions, festivals and conferences as a representative of CMC.
- Conducts tours and talks about the CMC music collection, special library projects.
- Manages special projects such as estate acquisitions to ensure timely upload to the website
- Undertakes additional responsibilities as directed by Executive Director.

Qualifications or requirements:

- Information Science degree with proven database skills
- A degree in music, with a special interest in New Music



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- Broad knowledge of classical music required, knowledge of Canadian concert music an asset
- **Ability to speak and write in French is essential**
- Advanced computer skills including database management, web, and word-processing
- Ability to plan, organize and prioritize work in a changing environment.
- Ability to manage a wide variety of tasks
- Ability to work independently and in a collaborative setting
- Experience in cataloguing a wide variety of formats
- Strong customer service skills
- Strong written communication skills
- Supervisory experience an asset
- Cataloguing, maintenance of library acquisitions, collection development and information services skills
- Experience in digital libraries

This is currently a three day per week position with a strong possibility of growth. The compensation package will include full employee benefits after six months.

The closing date for applications is December 15, 2014. A letter of application and resume should be sent by email to chughey@musiccentre.ca