

Job Posting: Music Librarian and Archivist

Hours:	Monday to Friday, 10:00am-6:00pm.
Compensation:	\$50,000 plus a competitive benefit package, including a bonus paid vacation week at winter break, extended health, Dental Health Spending Account, and Personal Wellness Days.
Application Deadline:	Applications open on a rolling basis to build a pool of qualified staff.
Start Date:	Negotiable.
To Apply:	Please submit a cover letter and resume: Tricia Baldwin, Dean dean@vcm.bc.ca

Overview

A nurturing community of creativity and commitment awaits the next Music Librarian and Archivist at the Victoria Conservatory of Music. Reporting to the Dean, the Music Librarian and Archivist performs an essential role at the Conservatory and is responsible for the smooth and efficient operations and integrity of the expanding Conservatory Music Library, digitization, cataloguing, and archives along with the future development of learning portals with music resources for faculty and students here in Victoria and beyond. He/she/they are responsible for cataloguing and organizing music scores, recordings, and archival materials, collection development, reference and research assistance, music lending, and the preservation of the collection and archives. This position is a central and caring enabler and connector with faculty, students, administrative staff, music publishers, and the public.

This role requires a **professionally trained librarian/archivist with demonstrated experience**, strong technical competence, and sound judgement in managing music and archival collections within an academic or arts organization.

About the Victoria Conservatory of Music

The Victoria Conservatory of Music recognizes and acknowledges the Songhees, Esquimalt, WSÁNEĆ, and Beecher Bay Nations, on whose traditional territories we are privileged to work, create, and perform.

The Victoria Conservatory of Music, a charitable organization founded in 1964, has served Canada's west coast for generations, building a reputation of excellence in music education, performance, and wellness. A music centre for the whole community, it welcome participants of all ages and musical abilities, exploring their creative talents across musical genres and eras, supported by a range of instruments and technologies. Each year, more than 4,500 students and music therapy participants and 130 faculty members engage in one or more of our program areas: classical music, contemporary music, technology/theory/creativity, music therapy, early childhood music, and postsecondary studies. The Gary Karr Young Artists Performance Academy is a top training ground for Victoria's classical instrumentalists. The Conservatory operates two wheelchair-accessible campuses in Victoria and Langford BC. Its Victoria campus is home to the Alix Goolden Performance Hall and Wood Recital Hall.

Key Responsibilities

- Managing all aspects of the Music Library and Archives.
- Assessing the needs of the library and archive, and designing and executing necessary projects to meet those needs.
- Assisting library users visiting the Conservatory library.
- Answering reference and research questions, and providing research assistance.
- Circulation duties.
- Working with faculty, students, and staff to ensure that library collections and services are meeting their needs.
- Acquiring new library materials and supplies in accordance with approved purchases.
- Managing and assessing donations of sheet music, books and other materials.

- Cataloging of library material in all formats.
- Managing the ILS/OPAC/database .
- Collection maintenance.
- Outreach to faculty and certain classes, as well as to outside organizations.
- Supervising and training volunteers, practicum students, or other employees as needed.
- Assisting the Conservatory marketing department with awareness campaigns.

This list of duties is not exhaustive; other duties may be assigned as business needs require.

Desired Qualifications:

Education and Professional Background

- A Masters degree in Library and Information Science (MLIS, MLS), Archival Studies, or a related field.
- Training or education in music, musicology, or a related discipline.
- A minimum of 3-5 years of professional experience in a library or archive setting, preferably within an academic or arts and culture environment.

Technical Knowledge and Skills

- Proficiency in cataloging and metadata standards (e.g., MARC, RDA, Dublin Core), especially for music materials.
- Experience managing Integrated Library Systems (ILS) and Online Public Access Catalogs (OPACs) is desirable.
- Understanding of archival best practices, including appraisal, arrangement, description, and preservation of materials.
- Experience with collection development, acquisitions, and donation management.
- Comfortable using digital tools and library technologies, including library databases, digital repositories, and productivity software.
- Knowledge of copyright and intellectual property issues related to music materials and archival content.

Interpersonal and Organizational Skills

- Excellent communication and interpersonal skills, with a demonstrated ability to work collaboratively with students, faculty, and staff.
- Strong research and reference skills, with the ability to assist users at all levels of inquiry.
- Experience in training, supervising, or mentoring volunteers, interns, or staff.
- Strong organizational, project management, and problem-solving skills; able to manage multiple projects and priorities effectively.
- Experience with digitization and cataloguing of materials.

Personal Attributes

- Familiarity with the specific needs of a conservatory or music school environment.
- Demonstrated initiative and ability to work independently while also thriving in a collaborative environment.
- A passion for music and its conservation, with a strong commitment to supporting the needs of a diverse academic community.
- Creative and strategic thinker with an aptitude for outreach and engagement.
- Flexibility and adaptability; willingness to take on evolving responsibilities.
- Experience with community engagement.

Please note: A criminal record check will be required by the Conservatory for successful candidates.