



## **LIBRARY CO-ORDINATOR**

### **Information For Applicants**

*March 2012*

#### **Background**

The Contemporary Music Centre (CMC) is Ireland's national archive and resource centre for new music, supporting the work of composers throughout the Republic and Northern Ireland. The Centre is used, nationally and internationally, by performers, composers, promoters and members of the public interested in finding out more about music in Ireland. Its library and sound archive, open to the public free of charge, contain the only comprehensive collection in existence of music by Irish composers. Extensive reference and advice services are available and the Centre's web site provides access to CMC's resources for those who cannot visit in person.

CMC engages in an ongoing programme of development work to promote new Irish music at home and abroad, and is a member of the International Association of Music Information Centres (IAMIC).

CMC is seeking a Library Co-ordinator to commence in April 2012.

The position is full time for a fixed-term period of six months in the first instance (subject to three months' probation) and is offered on a contract basis. Salary is available on request.

#### **Position Description**

The Library Co-ordinator is responsible for the cataloguing and maintenance of CMC's specialist collection of contemporary Irish classical music, and provides support to members of the public using the Centre's library.

#### **Library Co-ordinator Duties:**

1. Cataloguing and maintaining the Centre's unique collection of twentieth- and twenty-first century Irish art music, including researching and inputting information into the library databases.
2. Assisting in the development of the library/sound archive collection by researching and acquisition of new materials, including scores, recordings, events, radio broadcasts, concert programmes, images, articles, theses, digital objects and ephemera.
3. Providing support and research assistance to members of the public visiting the library; dealing with telephone and email enquiries.
4. Liaising with composers, performers and other key client groups in relation to the work of the Centre.
5. Maintaining the Centre's information systems and computer network and providing technical support to staff; monitoring and maintaining the Centre's regular computer off-site backup system.

6. Implementing the Centre's score digitisation project under supervision by the Information and Digital Services Manager.
7. Supervising any part-time temporary staff or interns working in the library.
8. Providing research assistance to all CMC staff in relation to CMC publications and CDs and such other projects as may arise.
9. Assisting as required with outreach activities connected to exhibitions, concerts and festivals which may take place outside normal office hours.
10. Contributing to the Centre's web site by exporting and sending the library databases to the web site manager for publishing on the Centre's site.
11. Supervising of score copying and production.
12. Participating as required in the day-to-day work of the Centre.

### **Selection Criteria for position of Library Co-ordinator**

*You do not need to address each criterion individually. See how to apply (see below)*

#### **Essential**

- a degree in music or an equivalent third-level music qualification
- a third level library and information systems qualification;
- a proven ability in high level IT skills, including experience of data entry
- good interpersonal skills
- an ability to work both within a team and on his/her own initiative
- experience in the efficient day to day running of a public library
- a proven ability in working to deadlines to deliver agreed targets
- a sound knowledge and interest in Irish and International contemporary music
- a commitment to the development of CMC's unique collection
- very strong written and spoken communication skills, including the ability to communicate to CMC's core clients of composers, performers, students, arts organisations, third level music departments and the general public.

#### **Desirable**

- a thorough knowledge of the music library sector in Ireland
- a broad appreciation of the Arts in Ireland and CMC's role in the development of audiences for New Irish Music
- a proven ability in the development of cultural heritage projects and digital archiving
- an ability to rapidly respond to situations as they may arise within the organisation for the greater good

#### **How to apply**

Your application must be one **Word file or PDF** that includes:

- A recent CV including the names and contact details of two referees
- A letter of application outlining your claim to the position, based on the selection criterion.

Please include your name in the file name of your application and email to Evonne Ferguson, Director **[eferguson@cmc.ie](mailto:eferguson@cmc.ie)**

#### **Closing date:**

Applications for this position will close at 5pm on Tuesday 20 March 2012.

Candidates should be available for interview in CMC, on Tuesday 27 and/or Wednesday 28 of March 2012.