



Head of the Multimedia Library

Job Description

Position: Director of Multimedia Resource Centre / Library

Reports to: Director (Senior Management)

Supervisee(s): Resource Centre Officer, National Service Personnel & Interns

Liaises with: Heads of Departments

Purpose of the position:

Plan and direct the overall operations and management of the Multimedia Library by ensuring that students, teachers and the general public become effective users of services, information and equipment available at the Multimedia library.

Main Responsibilities:

Management of the Multimedia Library

- Oversee the overall management and planning of the Multimedia Library
- Develop, implement and maintain an effective resource acquisition and weeding policies.
- In charge of purchasing new resources & furniture, inventory and implementing a
- Ensure the local law on copyrights (resources and photocopies) is adhered to.
- Preparation, management and reporting of the Multimedia Library's annual budget to senior management.
- Design strategies for the constant development of new learning spaces (kids' corner, teachers' corner) and the refurbishment of the library.
- Modernization of the multimedia library: organisation and creation of systems to provide and maintain a modern space for resource centre patrons.
- Produce quarterly statistics on the usage of the centre and its varied resources in order to design target specific activities and packages to increase visibility retain patrons.
- Manage Multimedia Library staff rota
- Conduct bi-annual performance appraisals, objectives and review of Multimedia Library staff

Support Other departments

- Organize events in collaboration with the cultural department (literature, poetry, etc)
- Organize programs and activities on selected themes involving students (student ball, miss Alliance...)
- Work with the Head of Culture to organize activities that implicate students in cultural activities.
- Be the liaison between all departments.
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- Liaise with the education department to design programs and systems to facilitate learning.

Education and Experience:

- MA in Librarianship /Arts & Literature or its equivalence
- At least 2 years of experience in managing a resource centre
- Must be Bilingual (English and French)

Key Competencies:

- Excellent coordination and events management skills
- Highly organized and self-motivated
- Ability to manage a budget
- Independent, ability to make decisions and take initiatives
- Good command of MS Office Suite and use of databases. Knowledge of Cassiopee Management System is a plus
- Customer-oriented and friendly service-delivery attitude
- Detail-oriented and results-oriented
- Ability to identify problems and develop problem solving ideas
- Ability to implement, monitor and evaluate projects
- Ability to head, work in and with a team.

To apply: Send your CV and a cover letter with 2 references by 29th May 2015 to dcf@afccra.com (copy dq@afaccra.com and culturel@afaccra.com)
Position starting on 15th June 2015

Salary: Depending on experience. Advantages include private health insurance and provident fund (after the 3 months-probation period), access to language classes and cultural events.