Cataloging Assistant - Calgary Boy’s Choir - Calgary, AB

**Cataloging Assistant (Summer / Limited Term)**

The Calgary Boy’s Choir is seeking a Cataloging Assistant. This is a part-time, casual termed position from June 1 to August 31, 2019 (some flexibility in start and end dates is possible).

Hours: 10 - 20 per week (flexible)

Pay rate: $15.00 per hour

Working at St. Matthew’s United Church, the Cataloging Assistant will be responsible for cataloging the Calgary Boy’s Choir’s collection of choral scores and assisting in preparation for digitization.

**Responsibilities:**

* Perform basic cataloging and data entry

**Qualifications:**

* High school diploma
* Library experience preferred
* Demonstration of a keen eye for detail
* Ability to understand and follow written and oral instructions
* Basic computer and typing skills
* Ability to work independently
* Must be legally entitled to work in Canada

**Application Process:**

Closing Date: June 15, 2019.

To apply, email [manager@calgaryboyschoir.com](mailto:manager@CalgaryBoysChoir.ca) with the subject line **Cataloging Assistant.** Please include a cover letter describing how your experience translates to this position and why you are interested in joining our team.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Calgary Boys’ Choir hires on the basis of merit and is strongly committed to fostering diversity within its community.

Thank you for your interest in working with the Calgary Boys’ Choir. Only applicants selected for an interview will be contacted.