



CSJ 2024: Multimedia Librarian

CJSW 90.9 FM is a successful recipient for funding from the 2024 Canada Summer Jobs program. As a successful recipient for funding, CJSW will hire a Canadian citizen between the ages of 18 and 30 for this role for an eight week, 35-hour-per week contract. The Media Librarian works closely with the Music & Performance Director to maintain and develop CJSW's extensive music library, archives and digital content. This position will be looking at CJSW's current physical and digital library organization and developing a plan to ensure its ongoing maintenance and accessibility.

Term: 8 weeks at 35 hours per week @ \$17.00 per hour. Applications will be accepted from April 23th, 2024 to 12pm on May 6th, 2024.

Tasks and Responsibilities

- Work under the guidance and mentorship of the Music Director to organize, maintain, develop and grow the CJSW music library. This process will include, but is not limited to:
 - Assessing current library (physical and digital) organization and developing strategic plan to ensure ongoing maintenance and sustainability
 - Organization of music in an accessible and effective way, particularly with genres that can be difficult to organize (such as language minority music, local music, experimental/neo-classical music, jazz and others)
 - Addressing issues of imbalance or underrepresentation, especially in language minority genres, Indigenous peoples, local and Canadian music genres as well as other historically important recordings
 - Developing and maintenance of library database and catalog to improve programming efficiency
 - Make the catalogue accessible to people with a wide variety of abilities, needs and technology.
 - Digitally convert, and catalog materials, especially local and Canadian materials, for future access and posterity, and potentially make these materials available to the public based on cultural relevance.
 - Coordinate these projects with CJSW's Music Director, programmers and volunteers.

Required Skills

- Strong organizational skills and ability to meet deadlines.
- Detail oriented and focused.
- Strong working knowledge of computers, especially Macs.
- Experience and/or education in library organization is an asset.
- Working experience with databases.
- Strong musical knowledge.
- Online research skills are an asset.

Please submit your cover letter and resume via email to manager@cjsw.com on or before 12:00pm on Monday, May 6th.



CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted. CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is also home to the Tsuut'ina, the Stoney Nakoda and Métis Nation of Alberta (Region III).

Calgary's only campus & community radio station.

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