

Director, Library and Information Centre, Goethe-Institut Montreal

For April 1, 2005

The Goethe-Institut e.V. is a worldwide organization devoted to the promotion of the German language and culture. The director of the Library and Information Centre is responsible for the management of the library and for collaborative programmes with various Quebec institutions in the field of Library and Information sciences. The bulk of the responsibilities lies in the area of information dissemination and networking with other libraries.

Responsibilities:

- Collaborating with libraries and corresponding professional organizations in Quebec and the Atlantic provinces (library networking)
- Restructuring of the Library's Information Services
- Developing the Library and Information networks
- Planning and managing of projects and exchange programmes
- Developing and managing the internet-themed services for specific target groups
- Managing and developing the inventory of books and media
- Systematizing and cataloging of books and media
- Reports and statistics

Requirements:

- Completed professional studies in Information and Library Sciences (ideally an ALA-recognized Master's degree in Library and Information Sciences)
- Relevant work experience in Information Management
- Competence in researching with the new media
- Excellent knowledge of German, Canadian and Quebec cultures
- Excellent oral and written skills in German (preferably mother tongue), French and English
- Excellent general knowledge of computer programmes (Microsoft Office, HTML)
- Excellent knowledge of library related computer programmes
- Organizational and inter-personal skills
- Initiative
- Able to deal with a heavy work load, flexibility, and team player

Conditions:

Working conditions and salary are according to the regulations for Librarians working at the Goethe-Institutes in Canada. The German salary classification corresponds to a D2 level.

Salary: \$ 50,876.31

Applications by March 1, 2005 to:

Mechtild Manus

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