

## **Library Assistant JOB POSTING**

**Term:** 8-week term, July 7 – August 29, 2025, with possibility of extension, dependant on funding

**Hours:** Full time Monday to Friday, 35 hours/week (flexible work schedule)

**Salary:** \$18.00/hour (\$17.31/hr + 4% vacation pay)

Manitoba Choral Association (MCA) is a non-profit organization dedicated to supporting, strengthening, and promoting the choral arts in Manitoba. We are seeking one individual between the ages of 15 and 30 to fill the role of Library Assistant for an 8-week, full-time term starting July 7, 2025. Reporting to the Executive Director and working collaboratively with the Administrative Assistant, the successful candidate will provide administrative support for MCA's choral music library and other duties as time permits. Work is based in the MCA office in Winnipeg (600 Shaftesbury Blvd.).

MCA's extensive choral music lending library contains over 5,000 titles of all voicings and styles and is available to all Manitoba choirs to use. The Library Assistant will support the maintenance and growth of the lending library by taking on tasks related to inventory management, donation processing, and more. As time permits and as opportunities arise, the successful candidate may also be exposed to and/or may also support MCA's spring/summer programs and/or operational activities.

Responsibilities for the position will include:

- Update library databases
  - Input new and update existing inventory data
  - Ensure spreadsheets and website records match
- Digitize library music
  - Scan choral sheet music
  - Apply watermarks to PDF files
  - Upload PDF files to a shared drive
- Shelf library music
  - Stamp physical copies of sheet music
  - File music on shelves
- Process library loan orders
  - Package music for pickup or mailing
  - Update inventory records accordingly
- Maintain general upkeep of office space
  - Tidy/clean shared spaces, empty garbage/recycling/compost, water plants, etc.
- Liaise with staff and volunteers of various committees
- Other administrative and program support duties as time permits

Required skills and experience:

- Able to work independently and perform repetitive work
- Task-oriented with meticulous attention to detail
- Experience performing data entry tasks
- Values a creative and collaborative work approach
- Good problem-solving skills

- Experience working with various technological platforms and computer software (ex. Microsoft Office Suite, Wix, Adobe Acrobat, etc.)
  - Appreciation for and/or experience in the choral arts is considered an asset
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*Since this position has been made possible thanks to financial support from the Government of Canada through the Canada Summer Jobs program, MCA will only accept applications from qualified individuals who at the time of the position start date are Canadian citizens between 15 and 30 years of age. Applicants must be willing to provide proof of age and must be legally entitled to work in Manitoba.*

*MCA is committed to the principles of equity and diversity in employment. Applicants belonging to any of the following groups are invited to self-declare on their application: BIPOC individuals; newcomers to Canada; persons with a disability; and 2SLGBTQ+ persons. All qualified persons are encouraged to apply; however, priority will be given to Canadian citizens and permanent residents legally entitled to work in Manitoba.*

*This position may involve the following: regularly lifting up to 25 pounds, bending, reaching above shoulder level, pulling, standing, walking, climbing on a stepladder, typing, and sitting for lengthy periods at a time. The MCA office is located in the lower level of a building and is reachable by stairs or elevator.*

*MCA is committed to providing reasonable accessibility accommodations for any part of the application process if requested. MCA will work cooperatively and in a spirit of respect with all applicants in the accommodation process.*

***Interested applicants should submit both a resume and cover letter to Karla Ferguson, Executive Director to [jobs@mbchoralassociation.ca](mailto:jobs@mbchoralassociation.ca) by June 16, 2025. We thank all applicants for their interest, however only those selected for an interview will be contacted.***