



Saskatchewan Indigenous Cultural Centre

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Job Title: LIBRARIAN

Date: April 20, 2023

The Saskatchewan Indigenous Cultural Centre (SICC) invites applications for the position of Librarian for the Library and Information Services Department.

The primary objective of the SICC Library is to meet the educational and reference needs of First Nations in Saskatchewan through library services. The library provides reference services and material loans to Saskatchewan First Nations and the general public. The library is the central repository for the oral history collections for the Centre. In addition, the library provides teaching and curriculum resources for Saskatchewan First Nations' languages.

The Librarian receives general direction from the President in the performance of a wide variety of professional library duties in support of the Centre's library. The Librarian is responsible for management of the library and collections, providing reference services, circulation services, and programming. This position requires the use of initiative, problem solving skills, and independent judgment.

Qualifications:

- A Master's degree in Library and Information Science is preferred, with one or more years of experience working in a library or archives
- Demonstrated skills in project development and implementation and experience in a leadership role
- Experience collecting, preserving, and providing access to library and archival materials
- Knowledge of cataloguing standards and Library of Congress classification, archival description standards, and Dublin Core metadata
- Demonstrated experience in program planning and delivery
- Enthusiasm for building partnerships and collaborating with others
- Excellent oral and written communication skills including the ability to present information in a clear and concise manner
- Excellent organizational and time management skills with strong attention to detail
- Knowledge and understanding of First Nations culture, customs, and history
- Ability to speak a First Nation language an asset
- Committed to lifelong learning
- Ability and willingness to travel (holds a valid Saskatchewan Drivers' License and owns a reliable vehicle)

How to Apply:

A complete application consists of:

1. A letter of interest addressing the qualifications for the position
2. A current resume or curriculum vitae
3. The names and contact information of three professional references

Please email your documentation to hr@sicc.sk.ca.

Application should be submitted by **May 19, 2023 at 4:00 pm**.

We sincerely thank all those candidates who apply for their interest; however, only those selected for an interview will be contacted.