

THE JAPAN FOUNDATION, TORONTO

Librarian

Application Deadline: 9 AM, Monday, June 6th, 2022

Start Date: Friday, July 22th, 2022

The Japan Foundation is an organization promoting cultural exchange between Japan and other countries in order to advance international mutual understanding. The Japan Foundation, Toronto is one of 25 overseas offices, offering programs grouped under three main areas: Japanese-Language Education, Japanese Studies and Intellectual Exchange, and Arts and Cultural Exchange.

The public lending library has approximately 20,000 Japan-related print and audio-visual materials in its collection. This job posting is for a full-time **Librarian** position. The Librarian is responsible for the administration of a public lending library's day-to-day operations, including circulation, reference services, acquisitions and reporting on library-related matters to the Directors of the Japan Foundation, Toronto and Headquarters in Tokyo.

RESPONSIBILITIES

- Overseeing library operations including supervision of the library's support staff
- Managing of annual budget for library resources, supplies and facilities
- Establishing, executing and maintaining library policies and procedures under the direction of the Directors
- Planning and organizing various internal library programs and events or in collaboration with other cultural organizations
- Acquisition of library materials and collection development
- Providing circulation and reference service at the circulation counter
- Checking cataloguing process and maintaining accurate bibliographic information
- Maintaining library's procedural manual
- Overseeing the local integrated library computer system
- Communicating with vendors for library equipment and supplies
- Overseeing development and maintenance of the library pages of the Japan Foundation, Toronto's website
- Maintaining and developing a network of Japanese Studies librarians across Canada, the USA, and the Japan Foundation libraries in Japan and overseas offices
- Reporting information including library statistics to Headquarters
- Coordinating with and supporting other internal divisions: Arts & Culture, Japanese Studies and Intellectual Exchange, and Japanese Language Education and their respective programs
- Other tasks as required by the Directors

REQUIRED QUALIFICATIONS

- MLS degree with ALA accreditation or BA with Library Technician's diploma
- Minimum of 2 years of working experience as a librarian
- Must be fluent in spoken and written Japanese and English
- Knowledge of AACR2, LCSH, OCLC and MARC format and cataloguing of Japanese materials
- Wide knowledge in traditional and contemporary Japanese culture, art, literature, history and book publishing

- Familiarity with computer integrated library systems
- Proficiency in MS office with both English and Japanese word processing
- Excellent interpersonal and communication skills
- Strong leadership skills as well as the ability to work as part of a team

DESIRABLE QUALIFICATIONS

- Library Management experience
- Strong knowledge of website management and social media
- Degree in Japanese Studies
- Knowledge of French language
- Legal status to work in Canada

WORKING CONDITIONS

- Work hours: Monday - Friday, 9:30 am – 5:30 pm.
- Please note that the work schedule for this position will involve occasional evenings and/or weekends.
- May include some work from home (must use the home internet; the use of free/public Wi-Fi is not permitted)
- Monthly salary: Starting from \$3,500.00/month (depending on experience/ability)
- Benefits: Medical, dental, group Insurance, Life Insurance and other benefits
- Paid holidays, paid for Canadian statutory holidays, paid sick leave

EMPLOYER INFORMATION

The Japan Foundation established a Toronto Office in November 1990, and its status was upgraded to that of a Cultural Centre in April 1995. The Japan Foundation, Toronto is located at 2 Bloor Street East at the intersection of Yonge and Bloor.

The Japan Foundation, Toronto houses a library, seminar rooms and an event hall, which functions as an exhibition space or auditorium. The public-lending library has over 20,000 Japan-related print and audio-visual materials in its collection. Events, such as art exhibitions, film screenings and lectures, are presented year round.

The Japan Foundation, Toronto activities cover not only activities held in our centre but those within Toronto and all across Canada. A large portion of The Japan Foundation, Toronto activities also involve the administration of its grant programs.

For more information, please visit our website at www.jftor.org

HOW TO APPLY

Interested applicants are asked to submit their resume, cover letter and three references to **Cindy Briffa-Chen** at cbriffachen@jftor.org by **9:00 A.M. on Monday, June 6th, 2022.**

Please quote “Librarian” in the subject heading of your email.

We thank all applicants for their kind interest; however, only those selected for an interview will be contacted.