



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

Position: Cultural Heritage Knowledge Series Coordinator

Classification: Management/Non-Union

Reports To: Chief Executive Officer

Prepared by: Joan MacLean

POSITION SUMMARY:

In partnership with the Rainy River District Right Relations Circle, The Fort Frances Museum and Cultural Centre, and supported by the Friends of the Fort Frances Public Library, we are seeking a coordinator to reach out to the Indigenous community to connect with suitable Elders/Knowledge Keepers to present workshops to take place at Rainy Lake Square and other locations around Fort Frances and filmed if appropriate. Based in the Fort Frances Public Library, the coordinator will organize, schedule and advertise the events, assist with the FNMI collection and other Library duties as assigned. COVID protocols must be adhered to when working in the library.

The position is for 35 hours/week for 7 weeks at a rate of \$17.00/hour. The start date is as soon as the appropriate person can be located. A resume and cover letter should be emailed to: ceo@ffpltc.ca

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DIRECTION RECEIVED

The Cultural Heritage Knowledge Series Coordinator will operate under the direct supervision of the CEO. They will meet with the CEO weekly to discuss progress towards their work goals and for mentorship. They will receive functional direction from other staff.

DIRECTION OF OTHERS:

This position is without supervisory responsibilities.

AREAS OF RESPONSIBILITY:

Cultural Heritage Knowledge Series Programming

- Schedules, coordinates, and promotes Indigenous programming and delivery at various venues around Fort Frances including Rainy Lake Square. Coordinates with other FFPL staff regarding filming/editing or uploading footage.

- Liaises between Museum Curator and members of the RRDRRC to contact Elders/Knowledge Keepers and schedules at least 4 workshops to take place over the employment period.
- Contacts Elders/Knowledge Keepers to schedule presentation times and dates.
- Procures, in consultation with CEO, items needed for presentation.
- Arranges for transportation of items to presentation venue.
- Arranges for purchase of craft materials, production of brochures or handouts, or other educational materials.
- Arranges for appropriate honorarium to be delivered to Elder/Knowledge Keeper
- Write a final work report to all partners detailing their activities and how they met the goals of the program.
- Create promotional materials and assist with publication on social media and other news media.
- Assist with cataloguing and promotion of FNMI collection by promoting on social media and by designing displays.
- Surveys collection for FNMI spine labels.
- Scans ISBN numbers into spreadsheet
- Uses Integrated Library System (ILS) to locate items from the FNMI collection.
- Locates FNMI items within the library collection and ensures proper labelling.
- Flags FNMI records to be reviewed by library staff.
- Gathers collection in interesting ways to assemble displays

General Duties

- Will be trained in some functional library duties to be performed as necessary including checking material in and out, issuing and renewing library cards, shelving, items, taking hold requests, collecting fees and fines and other front desk duties.
- Assists patrons, when required in the operation of photocopier, fax and printing.
- Occasionally assists patrons to troubleshoot a variety of electronic devices.
- Locates resources, responds to inquiries in person and over the phone in a manner to enhance the reputation of the library as a public service organization.
- Other duties as assigned.

EDUCATION AND SKILLS:

- Experience with coordinating people and promoting events
- Strong computer skills
- Ability to learn complex online computer programs.
- Strong customer service skills and ability to compose social media messages
- Able to work independently and complete assignments with minimal supervision
- Ability to multi-task
- Ability to quickly learn and adapt to new technologies and initiatives
- A valid driver's licence and access to vehicle preferred.

EFFORT:

Online circulation duties require continuous concentration for moderate to prolonged periods. Requests from patrons and telephone answering duties continually interrupt attention spans for short periods. Critical demands relate to increased workload when staff is absent.

Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks in an open and shared environment. Major continuous physical demands are related to combined muscular and sensory strain for long to prolonged periods while shelf reading, filming and surveying collection. Online circulation duties require continual sensory strain for long to prolonged periods. Frequent muscular exertion is required to carry and transport items.

WORKING CONDITIONS:

- Works in a computerized public service environment
- 95% of the average workday is spent indoors in open areas
- COVID protocols will be enforced during this period and may change over the course of employment. Adherence to the current rule is expected.
- Exposure to work-related hazards is related to the constant exposure to germs and infectious diseases through direct contact with patrons.
- Risk of falling from heights of under 5 feet is encountered while shelving books and while shelf reading.
- Risk of exposure to potentially dangerous or abusive people entering the library. Recognized areas of higher risk of potential for workplace violence include: public or community contact, working alone or in small numbers, handling cash, working late nights, secondary entrances, and working in an area of higher crime.
- Some element of personal risk involved in the performance of these duties