

L'ÉCOLE
NATIONALE DE
BAJLET
DU CANADA
Dançons
Ensemble

CANADA'S
NATIONAL
BAJLET
SCHOOL
Sharing
Dance



Librarian

Canada's National Ballet School is currently inviting applications for the full-time permanent role of **Librarian**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has *300+ employees* supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

We are looking for a dynamic individual to join our Academic department, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture.

NBS attracts students from across the country and around the world. The school seeks a dynamic and respected Librarian who brings passion and vibrancy to eager students.

Major Duties and Responsibilities

- Provide academic staff and students with support for library services at the School.
- Maintain the catalogue, order library resources, label and carding new acquisitions
- Supervise students and classes as needed
- Maintain security of library materials by administering book return policy, enforcing measures required to ensure materials are kept in good condition.
- Create inviting environment which generates an interest in and encourages students and staff to use the library

Qualifications/Skills/Experience

- Experience working in a library environment;
- Team player, flexible, kind, knowledgeable, open minded, learner;
- Strong interpersonal and communication skills to foster a good working relationship with students and staff; good teaching ability to help library users develop research skills;
- Good organizational skill to properly maintain the library;
- Excellent ability to evaluate and implement requisite knowledge to select suitable library materials;
- Organizational experience to support maintenance and continuing development of library collection, activities, and services;
- Ability to effectively use technology related to the library cataloging, circulation, Outlook, and School platforms

Successful candidates must supply Canada's National Ballet School with a Vulnerable Sector Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

We are reviewing applications **now!** Qualified applicants should direct applications, including resume and cover letter, **with salary expectations**, to careers@nbs-enb.ca. Please include “**Librarian – 2022**” in the subject line.

**** Consideration of applications will begin immediately and continue until the position is filled.***

About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada’s leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians’ lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS’ program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada’s largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School’s primary imperative

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment. Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.