



SENIOR MANAGER, FILM REFERENCE LIBRARY

Permanent

Full-time

Audience & Community

TIFF is a charitable, cultural organization dedicated to presenting the best of international and Canadian cinema and creating transformational experiences for film lovers and creators of all ages and backgrounds in our home - TIFF Bell Lightbox. Our mission: To transform the way people see the world, through film.

TIFF is committed to embracing diversity and treating all individuals with respect, dignity and fairness by removing physical, social and economic barriers to participation.

TIFF acknowledges the sacred land where we work, live, share stories, and connect communities. This land is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and, most recently, the Mississaugas of the Credit First Nation.

We are currently hiring for the position of:

SENIOR MANAGER, FILM REFERENCE LIBRARY

The Film Reference Library is dedicated to preserving Canadian cinema heritage and promoting cinema scholarship by collecting, preserving, and providing access to a comprehensive collection of reference resources, as well as film and archival materials. The Library is free, open to the public, and a popular destination for movie lovers, filmmakers, students, researchers, screenwriters, and film and television professionals.

Reporting to the Director, Audience & Community, the Senior Manager of the Film Reference Library (FRL) will lead initiatives relating to the development, preservation, and maintenance of the library collections for the purposes of audience engagement, research, education, and exhibition.

This role will be responsible for objectives related to four strategic areas:

Reference Services: Expanding public access to the collections by providing services both online and in-person

Audience Engagement: Animating the collection through public display, tours, and outreach events

Film Preservation: Overseeing the maintenance and care of TIFF's motion picture film print collection

Collections Management: Supervising collection maintenance and cataloguing projects, with an intent to expand the collection to reflect underrepresented artists and communities



RESPONSIBILITIES:

- Oversee the daily operations of the Film Reference Library and CIBC Canadian Film Gallery spaces
- Connect public audiences with FRL reference materials, Special Collections, and library and archival staff through virtual reference services, by-appointment on-site visits, and tours
- Execute standards of care and preservation of the Film Reference Library's holdings, which includes a vast reference collection, artist special collections, and motion picture film
- Supervise maintenance and cataloging projects to ensure the collection is accessible
- Oversee annual outreach initiatives including Culture Days, UNESCO World Day for Audiovisual Heritage, Doors Open Toronto, tours and research visits for community and student groups
- Train library staff, overseeing quality control of reference and research services
- Supervise collections maintenance to assess holdings for condition, quality control of cataloguing data, with the goal of increasing access to materials and ensuring preservation standards
- Act as primary liaison for reporting and internal bookings, as well as with external stakeholders such as patrons, collection donors, funders, and vendors
- Work closely with Advancement, Corporate Partnerships, and Events teams on annual funding grants, reporting, and partnership opportunities
- Co-chair the Collections Preservation and Access Committee, tasked with overseeing the care, maintenance, and legacy of the film print collection
- Review international loan requests for film prints and DCPs as part of TIFF's membership to the International Federation of Film Archives (FIAP)
- Manage annual departmental budget and work plan
- Oversee maintenance of MIMSY collections management database, and online catalogue tiff.net/library
- Supervise and mentor one full-time direct report, Collections and Services Manager, and one part-time direct report, Library Clerk

START DATE:

- January 4, 2021

MINIMUM REQUIREMENTS:

- Master of Library Science/Master of Information or degree equivalency in archival, collections, or library management
- 6-8 years experience, with demonstrated supervisory experience managing projects and people
- Demonstrated skills and expertise in reference services, with secondary experience in collections management, including proficiency in collections management software/databases
- Proficient in best practices for preservation, care, and storage of motion picture film, archival materials, and reference materials
- Knowledgeable in film and media, with a preference for a candidate with a demonstrated cultural



competency in one or multiple areas of Indigenous, Black, South Asian, East Asian, LGBTQ+ film and media

- Conversant in recent innovations and professional standards in library science, including bibliographic control and collection development
- Demonstrated experience in providing high quality public services
- Demonstrated experience managing budgets
- Familiarity with CCPERB application process
- Previous experience in a schedule-driven, project-based environment with emphasis on timelines
- Adaptable to a flexible work schedule including some evenings and weekends

HOW TO SUBMIT & APPLICATION DEADLINE:

- All applications must be submitted online through [TIFF's Career Centre](#).
- Please upload your cover letter and resumé as **one** PDF, before the deadline of **FRIDAY, NOVEMBER 20, 2020**

CLOSING:

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted.

Candidates must be legally able to work in Canada at this time. TIFF regrets that it is unable to sponsor employment Visas.

Please send any questions via e-mail only to careers@tiff.net.

TIFF is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance at careers@tiff.net or 416-599-8433 x2013. We strive to provide reasonable accommodations whenever requested.