



We're hiring!



Cataloguing Agent

Research and Collections

ME-03 - \$58,980 to \$70,901 per year

Temporary full-time position (37.5 hours per week) for approximately one year.

Work Location : Natural Heritage Campus (NHC) - Gatineau, QC

Selection process number: 2090-CMN-26-OC-044

Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined. We welcome applications from persons who may identify as a member of one or more other equity seeking groups (for e.g. women, visible minorities, Indigenous peoples, persons with disabilities, 2SLGBTQIA+, religious or cultural minority).

You have a place at the Museum!

About the position

Under the direction of the Head, Library, Archives and Special Collections, catalogues the library documents (mainly monographs and periodicals), using the Integrated Library System (LIS) V-Smart-Air and a variety of library cataloguing tools; assist with the organisation and description of the cataloguing backlog; serve as a library assistant.

Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans

Eligibility criteria

This position is open to all Employees of the Canadian Museum of Nature and any members of the public who meet the qualifications below. Candidates must be legally entitled to work in Canada.

Education and training:

Completion of a post-secondary education in the field of Library sciences.

Language requirements:

English or French

Bilingualism is considered an asset.

Experience:

- A minimum of 2 years of recent professional experience in delivering MARC 21 standard cataloguing services in an automated library environment.

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- A minimum of 2 years of recent professional experience in working with library cataloguing tools e.g. RDA, AARC2, Z39.50 protocol, Web classification, Library of Congress Subject Heading, RVM, etc.
 - A minimum of 2 years of professional experience in original and derived cataloguing of a broad range of publication types (ex.: monographs, periodicals, reports, foreign language publications, electronic resources, etc.)
 - Experience in making recommendations for improving workflows and processes in response to library needs and priorities
 - Recent experience in working with an online library system.

The following experiences are considered assets:

- Experience cataloguing in a scientific library
- Experience with V-SMART Air library system.

Interested? [APPLY!](#)

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodation you may require. This information will be treated as confidential.

The Statement of Qualifications, providing greater detail about the skills, knowledge and aptitudes needed for this role, can be obtained by contacting the Museum at competition@nature.ca.

All candidates must submit a cover letter and curriculum vitae outlining how their experience and training meet the requirements listed above.

Send your application by filling in the [form on the Museum's Careers](#) page where you can upload your cover letter, curriculum vitae and any other required documents.

CLOSING DATE : October 6th, 2026

Canada