



JOB DESCRIPTION

Position	Project Manager	Hours	Averaging 20 hrs/wk
Classification	External Funding	Date	Dec 2017
Reporting To	Dr. Heather Sparling	Group	Non Union

SUMMARY / PURPOSE:

The Project Manager will work flexible, part-time hours (an average of 20hrs/week) for up to three years to manage all aspects of the Language in Lyrics research project and ensure that timelines and benchmarks are being met.

The Language in Lyrics project, under the direction of Dr. Heather Sparling, aims to collect as many Gaelic song lyrics known in Nova Scotia as possible (drawn from both audio recordings and textual records), and to maximize their accessibility by depositing as many of these songs as possible in the Digital Archive of Scottish Gaelic (DASG, <https://dasg.ac.uk/en>), the Beaton Institute (<https://beatoninstitute.com/>), and An Drochaid Eadarainn (<http://www.androchaid.ca/>). The hope is that the Language in Lyrics project will lay the groundwork for a linguistic corpus that can be used to develop a future Dictionary of Gaelic in Nova Scotia.

The hours of work are flexible with the project manager expected to work an average of 20 hours/week.

SPECIFIC RESPONSIBILITIES:

- Facilitating communication between project personnel.
- Developing and maintaining a database of Gaelic songs in Nova Scotia.
- Assisting a Corpus Assistant with the acquisition, transcription, and digitization of Gaelic songs.
- developing a copyright policy in consultation with project partners and an Intellectual Property lawyer.
- Securing copyright clearances for Gaelic songs under copyright.
- Serving as an ex-officio member of the Project's Steering and Advisory Committees.
- Promoting the project and sharing results via social media and other channels.
- Assisting with the administration of project finances, which may include basic bookkeeping (e.g., purchase orders, cheque requests, profit and loss statement, account records and reconciliations).
- Assist with the supervision of other project staff, such as a Corpus Assistant, song transcribers, and work study students whose primary responsibilities will be to acquire, transcribe, and/or digitize song texts.

Some travel may be required to investigate, obtain, and/or digitize Nova Scotia Gaelic song collections held in places throughout Nova Scotia as well as nationally and internationally. Some provincial travel may also be required to attend meetings and/or to meet with knowledgeable individuals who may be able to provide information about songs and/or advise on the project collection. Eligible travel expenses will be reimbursed.

QUALIFICATIONS:

- ◆ Scottish Gaelic fluency (oral and written) required.
- ◆ Graduate degree (either completed or in progress) will be considered a strong asset.
- ◆ Experience in project management or appropriate combination of education and experience.

The nature of the work means that much of it can be conducted in any location. However, the Project Manager should plan to meet with the Project Supervisor (Heather Sparling) at CBU on a regular basis. Any travel required for such meetings will NOT be reimbursed.

SKILLS AND/OR ABILITIES:

- ◆ Previous experience in managing in a University setting and previous collaborations with members of the academic community would be an asset.
- ◆ Demonstrated experience managing both budget and project personnel.
- ◆ Demonstrated ability to manage and lead teams, manage multiple projects, and meet deadlines.
- ◆ Demonstrated experience managing social media channels or other forms of digital communication and information-sharing.
- ◆ Excellent communication, writing, documentation and planning skills.
- ◆ Self-motivated and ability to work well with others and independently.
- ◆ Scottish Gaelic *and* English (spoken and written) are both required.
- ◆ Working knowledge of various programs such as Excel, Word and other basic office programs as well as social media such as Facebook and Twitter.