



## **Encore21 Migration Manager**

### **Role purpose**

To migrate the IAML (UK & Irl) Encore21 catalogue to a new library management system, and make arrangements for its hosting and maintenance, in line with the timeline and budget specified by the Executive Committee.

### **Key duties**

- Finalise a list of requirements for the replacement system and hosting and maintenance solution for Encore21
- Lead on the selection of a new system and hosting and maintenance solution, ensuring that key requirements are met
- Lead on the migration of the data and customisation of the interface to meet the requirements of the full range of Encore users (library professionals and performing musicians)
- Work within the Encore21 Migration Project Working Group
- Take overall responsibility for management of the Encore21 Migration Project budget
- Liaise with the IAML (UK & Irl) President and Treasurer on the administration of the project
- Provide regular progress updates to the Documentation Committee
- Document the migration process
- Provide training on the new system to the library community

### **Skills and experience**

- Knowledge and experience of library management systems, and how well they might be hospitable to Encore21 data. Knowledge of system administration and data migration
- Understanding of performance sets, including how they are made available and used, and their bibliographical description
- Understanding of bibliographic data structures (e.g. MARC21) and mappings
- Ability to communicate with a wide range of project stakeholders, including potential suppliers, library and information professionals and users
- Experience of remote file sharing and collaborative working practices
- Presentation and report-writing skills

**Specific tasks**

With support from the Encore21 Migration Project Working Group, the Encore21 Migration Manager will:

- Work with the supplier to produce a detailed project budget and migration plan
- Clarify what arrangements would be for testing and sign off
- Discuss maintenance contract and service level agreement
- Check arrangements for a redirect from the current site to the new site
- Clarify the copyright status of the data and ensure that this is documented and communicated to all contributors and users of Encore21