

Music Library Association Job Archives – 2004

JANUARY

The [BOSTON PUBLIC LIBRARY](#), Boston, Massachusetts, has a position with the **Koussevitzky and Piston Project (Part-Time)**.

[QUEEN'S UNIVERSITY](#), Kingston, Ontario, is looking for a **HEAD, W.D. Jordan Special Collections and Music Library and Curator of Special Collections and Conservation Coordinator (search revised and renewed)**.

The [UNIVERSITY OF CALIFORNIA](#), Los Angeles, California, is looking for an **Ethnomusicology Archive Librarian**.

The [UNIVERSITY OF LOUISVILLE](#), Louisville, Kentucky, is looking for a **Special Research/Teaching Assistant**.

FEBRUARY

[ARKANSAS TECH UNIVERSITY](#), Russellville, Arkansas, is looking for a **Music/Multimedia Librarian**.

The [ASPEN MUSIC FESTIVAL](#), Aspen, Colorado, is looking for an **Orchestra Librarian**.

The [COLLEGE OF NEW JERSEY](#), Ewing, New Jersey, is looking for a **Music/Media Librarian**.

[INDIANA UNIVERSITY](#), Bloomington, Indiana, is looking for a **Head of the Music Library**.

[MCGILL UNIVERSITY](#), Montreal, Quebec, is looking for a **Music Reference Librarian**.

[RUTGERS UNIVERSITY](#), New Brunswick, New Jersey, is looking for a **Music/Performing Arts Librarian**.

The [TANGLEWOOD MUSIC CENTER](#) is looking for an **Assistant Librarian**.

The [TANGLEWOOD MUSIC CENTER](#) is looking for **Applicants for the 2004 Orchestra Library Fellowship Program**.

The [UNIVERSITY OF CALIFORNIA](#), Santa Barbara, California, is looking for a **Project Manager/Editor for the Encyclopedic Discography of Victor Records**.

The [UNIVERSITY OF TEXAS](#), Austin, Texas, is looking for a **Head Librarian, Fine Arts Library**.

MARCH

The [MINNESOTA ORCHESTRA](#), Minneapolis, Minnesota, is looking for an **Assistant Principal Librarian**.

[MUSIC LIBRARY SERVICES COMPANY](#), Wilmington, North Carolina, is looking for a **Customer Service Representative**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Librarian/Senior Librarian, Cataloging Office**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Specialist II (or Specialist I on a training basis) for the Research Libraries/Technical Services/Performing Arts Processing Project**.

[RIPM: RETROSPECTIVE INDEX TO MUSIC PERIODICALS \(1800-1950\)](#), Baltimore, Maryland, is looking for a **Full-time Editor**.

The [UNIVERSITY OF HARTFORD](#), West Hartford, Connecticut, is looking for the **Head of Library Technologies**.

The [UNIVERSITY OF ILLINOIS-URBANA-CHAMPAIGN](#) is looking for a **Music Librarian and Associate Professor or Professor of Library Administration (Revised)**.

The [UNIVERSITY OF TEXAS-AUSTIN](#) is looking for the **Head of the Music Cataloging Unit**.

The [UNIVERSITY OF WISCONSIN-MILWAUKEE](#) is looking for a **Cataloger/Metadata Librarian**.

APRIL

The [ISTANBUL TECHNICAL UNIVERSITY](#), Istanbul, Turkey, is looking for a **Music Librarian**.

[MCGILL UNIVERSITY](#), Montreal, Quebec, is looking for a **Music Scores Cataloguer**.

The [NEW YORK PUBLIC LIBRARY FOR THE PERFORMING ARTS/MUSIC DIVISION](#), New York, New York, is looking For a **Librarian II (or Librarian I on a training basis)**.

The [UNIVERSITY OF IOWA](#), Iowa City, Iowa, is looking for a **two-year Residency Program Librarian**.

The [UNIVERSITY OF SOUTHERN CALIFORNIA](#), Los Angeles, California, is looking for an **Arts and Humanities Team Leader**.

MAY

[ALL MEDIA GUIDE](#), Ann Arbor, Michigan, is looking for an **Assistant Editor in the Classical Music Department**.

[INFOCURRENT.COM](#), Washington, DC, is looking for a **Music Librarian** for a national library.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for **Librarians for the Performing Arts Processing Project**.

[SETON HALL UNIVERSITY](#), South Orange, New Jersey, is looking for a **Catalog Librarian**.

[UNIVERSITY at ALBANY](#) (State University of New York), Albany, New York, is looking for a **Music Department Librarian/Instructional Support Associate**.

JUNE

The [MANHATTAN SCHOOL OF MUSIC](#), New York, New York, is looking for a **Performance Librarian**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Library Technical Assistant III for the Performing Arts/Circulating Collections/Recorded Sound and Moving Image Collection**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Specialist II for The Research Libraries/Technical Services/Performing Arts Processing Project**

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Specialist II (or Specialist I on a training basis) (hourly) (temporary through November 30, 2004)** for The New York Public Library for the Performing Arts/Billy Rose Theatre Collection.

The [QUEENS BOROUGH PUBLIC LIBRARY](#), Jamaica, New York, is looking for a **Cataloger**.

The [UNIVERSITY OF TEXAS](#), Austin, Texas, is looking for a **Performance Librarian (Library Assistant II)**.

[WAKE FOREST UNIVERSITY](#), Winston-Salem, North Carolina, is looking for a **Reference Librarian-Arts**.

[WESTERN CAROLINA UNIVERSITY](#), Cullowhee, North Carolina, is looking for a **Reference Librarian/Visual and Performing Arts Liaison**.

JULY

The [JUILLIARD SCHOOL](#), New York, New York, is looking for an **Assistant Orchestra Librarian**.

[LOYOLA MARYMOUNT UNIVERSITY](#), Los Angeles, California, is looking for a **Cataloging Librarian**.

[NATIONAL PUBLIC RADIO](#) is looking for a **Library Intern**.

The [OMAHA SYMPHONY](#), Omaha, Nebraska, is looking for a **Music Librarian**.

AUGUST

[DUQUESNE UNIVERSITY](#), Pittsburgh, Pennsylvania, is looking for a **Music Librarian (part-time)**.

The [LIBRARY OF CONGRESS](#), Washington, DC, is looking for a **Librarian**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Librarian II (or Librarian I on a training basis) for the New York Public Library for the Performing Arts/Circulating Collection/Music Circulating Collection**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Librarian II (or Librarian I on a training basis) for the New York Public Library for the Performing Arts/Rodgers and Hammerstein Archives of Recorded Sound**.

The [UNIVERSITY OF SOUTH CAROLINA](#), Columbia, South Carolina, is looking for a **Music Cataloger**.

The [UNIVERSITY OF SOUTHERN CALIFORNIA](#), Los Angeles, California, is looking for a **Music Librarian**.

SEPTEMBER

[BUCKNELL UNIVERSITY](#), Lewisburg, Pennsylvania, is looking for a **Project Music Cataloger**.

The [CINCINNATI SYMPHONY ORCHESTRA](#), Cincinnati, Ohio, is looking for an **Assistant Principal Librarian**.

[NATIONAL PUBLIC RADIO](#), Washington, D.C., is looking for a **Broadcast Librarian**.

The [UNIVERSITY OF CALIFORNIA at LOS ANGELES](#) is looking for a **Performing Arts Special Collections Librarian**.

The [UNIVERSITY OF MARYLAND](#), College Park, Maryland, is looking for a **Metadata/Electronic Resources Librarian**.

OCTOBER

The [BERKLEE COLLEGE OF MUSIC](#), Boston, Massachusetts, is looking for a **Catalog Librarian**.

The [UNIVERSITY OF OKLAHOMA](#), Norman, Oklahoma, is looking for a **Fine and Applied Arts Librarian**.

NOVEMBER

[CLAYTON COLLEGE & STATE UNIVERSITY](#), Morrow, Georgia, is looking for a **Catalog Librarian**.

[DOVER PUBLICATIONS](#), Mineola, New York, is looking for a **Music Editor**.

[GETTYSBURG COLLEGE](#), Gettysburg, Pennsylvania, is looking for a **Cataloging and Metadata Librarian**.

[KENT STATE UNIVERSITY](#), Kent, Ohio, is looking for a **Head of the Music Library and Librarian for the Performing Arts**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Librarian II (or Librarian I on a training basis), Performing Arts/Music Research Division**.

[SARAH LAWRENCE COLLEGE](#), Bronxville, New York, is looking for a **Head of Technical Services**.

[SOUTHERN ILLINOIS UNIVERSITY](#), Carbondale, Illinois, is looking for an **Assistant Professor or Associate Professor (Special Formats Cataloger)**.

The [UNIVERSITY OF CALIFORNIA](#), Santa Barbara, California, is looking for candidates for their **Library Fellowship Program**.

The [UNIVERSITY OF MARYLAND](#), College Park, Maryland, is looking for a **Head, Michelle Smith Performing Arts Library (Librarian)**.

The [UNIVERSITY OF SOUTH DAKOTA](#), Vermillion, South Dakota, is looking for a **Curator, National Music Museum**.

DECEMBER

[EAST CAROLINA UNIVERSITY](#), Greenville, North Carolina, is looking for an **Assistant Music Librarian**.

The [PHOENIX SYMPHONY](#), Phoenix, Arizona, is looking for a **Librarian**.

The BOSTON PUBLIC LIBRARY, Boston, Massachusetts, has a position with the **Koussevitzky and Piston Project (Part-Time)**.

Project goal: Due to damage caused by flood recovery, these materials have been reformatted to digital format. The incumbent will be expected to listen to the discs to identify if they are complete or if there are problems with the digital format. There is an estimated 388 hours of listening to be done. Position duration is approximately 6 months.

Basic Function: Listening to re-dubbed material for digital sonic problems. Taking notes and identify if a particular recording is a performance or rehearsal. Develop some metadata and cataloging information

to enter on a prepared form. As necessary, verify repertoire with the assistance of a score, verify performance and recording dates. Position reports to the Curator of Music.

Qualifications: Incumbent must have a degree in music; preferably a music theory or music history degree. Have extensive knowledge of classical music and know the standard repertoire; be able to read music since it may be necessary to consult a score on occasion; be able to recognize when music is duplicated even though it is labeled as being different. Must be able to identify digital sonic problems.

Salary: Salary is \$11.00 per hour.

Deadline: This vacancy announcement is for continuing recruitment.

Application: To be considered for current or future openings at the Boston Public Library, print a Boston Public Library Employment Application

from www.bpl.org/general/jobposting/ApplicationProcedures.htm. Please send a resume, references and cover letter, indicating how you learned of this vacancy, to the attention of: David C. Young, Director of Human Resources. By Mail: Boston Public Library, 700 Boylston Street, Boston, MA 02116. By Fax: (617) 266-4673. By E-mail: hr@bpl.org. In Person: Human Resources Office on the 3rd floor of the Johnson Building. Hours of operation are Monday through Friday, 9:00 a.m. to 5:00 p.m. Must be a resident of the City of Boston upon first day of hire. Boston Public Library is an Equal Opportunity /Affirmative Action Employer Committed to Cultural Diversity.

QUEEN'S UNIVERSITY, Kingston, Ontario, is looking for a **Head, W.D. Jordan Special Collections and Music Library and Curator of Special Collections and Conservation Coordinator (search revised and renewed)**.

Environment: The services and collections of the W.D. Jordan Special Collections and Music Library are located in the recently renovated Douglas Library building. The W.D. Jordan Library provides services to the faculty and students of the school of music, to the academic departments who are the primary users of special collections and to the university and local community users who use special collections. In addition, the library's conservation services are provided by staff in this unit. Queen's University Library comprises 6 major libraries in well-equipped facilities, which serve the teaching and research needs of the full range of academic and professional disciplines in the university. A team-based organization, based on the goals of the learning organization, was introduced in 1999 to encourage innovation and flexibility in meeting the service needs of the library's users.

Description: Queen's University Library seeks an innovative, energetic, and service-oriented librarian to assume the position of Head of the W.D. Jordan Special Collections and Music Library, Curator of Special Collections and Conservation Coordinator for Queen's University Library. Reporting to an associate university librarian, the home unit leader is responsible for providing leadership, management, and direction in the planning, development, and delivery of high quality library services and collections to support teaching and research in the school of music and in the academic departments who are the primary users of special collections and to support the use of special collections by the university and the broader community. As curator of special collections, the librarian develops and promotes the collections, liaising with actual and potential donors and acts as conservation coordinator for the library system. The home unit leader consults and collaborates with other units within Queen's University Library and participates in the library's team-based organization and decision-making processes.

Qualifications: Required: An MLS from an ALA-accredited program or equivalent with a strong academic background (master's preferred) preferably in Canadian studies; reading knowledge of French; several years of successful experience in the management and provision of services related to special collections, preferably in an academic setting, including significant administrative experience; strong management, analytical, problem-solving skills, and interpersonal and communication skills (both

written or oral); a proven record of success in gifts and donor-management; demonstrated familiarity with the history of books and printing, the antiquarian book trade, and library preservation practice and conservation techniques; familiarity with print and electronic resources that support the collections; demonstrated collaborative, innovative, proactive, and facilitative leadership; ability to mentor, coach, and motivate staff; an understanding of user needs; a commitment to developing an environment that supports the creation of a learning organization; and the ability to work productively in a team-based and a self-directed environment are required. Preferred: Familiarity with digital preservation issues and applications in the special collections environment is desirable. Familiarity with British and European literature and history and music disciplines are assets. Experience with fund-raising is an asset.

Salary, Rank & Benefits: Librarians are members of the faculty association and terms and conditions of work are governed by the collective agreement between the association and the university, which is posted at www.queensu.ca/qufa/. Salary and rank will be commensurate with qualifications and experience. It is anticipated that this position will be filled at the rank of Associate Librarian or Librarian (minimum salary for the Associate Librarian rank is \$53,553; minimum salary for the Librarian rank is \$63,753). This is a 5-year renewable term appointment as head and a continuing track librarian appointment. There is an administrative stipend associated with the position.

Deadline: Applicants will be reviewed on an on-going basis beginning Feb. 16, 2004, and will continue until the position is filled.

Application: A letter of application, accompanied by a curriculum vitae and the names of 3 referees, one of whom is a previous employer, should be sent to: Paul Wiens, University Librarian, Joseph S. Stauffer Library, Queen's University, Kingston, Ontario, K7L 5C4 Canada. Fax: (613) 533-6362. Queen's University is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, aboriginal people, persons with disabilities, gay men, and lesbians. Canadian citizens and permanent residents will be considered first for this position. For a complete position guide visit <http://library.queensu.ca/libdocs/posguide.htm>

The UNIVERSITY OF CALIFORNIA, Los Angeles, California, is looking for an **Ethnomusicology Archive Librarian**.

Description: The UCLA Ethnomusicology Archive, established in 1961, is the third largest ethnographic-based sound recording collection in North America. The collection includes both non-commercial field recordings and commercially produced recordings of traditional, folk, popular, and art musics from Africa, Asia, Australia and the Pacific Islands, Europe, and the Americas. The Archive is an administrative unit of the Department of Ethnomusicology. The Ethnomusicology Archive materials include master copies of 16,000 LPs, 500 45s, 5,000 78s, 2,000 cassettes, 2,000 compact discs, 20,000 reel tapes, 1,000 audiovisual recordings, and 500 wires. In addition to audiovisual recordings, the collections include 1,100 scores, 6,000 slides/photos, 250 dissertations/theses, 120 linear feet of manuscripts (McPhee, Kunst, Ellis, East Asian), 40 serial titles, and 300 books. Including preservation and listening copies, the Archive holds over 100,000 sound recordings, filling approximately 5000 linear feet.

Duties: The Ethnomusicology Archive Librarian is one of two Librarians in the Archive. Both Librarians report directly to the faculty Director of the Ethnomusicology Archive. Digital Initiatives: Designs and implements Archive digitization projects. Digitizes sound recordings, audiovisual recordings, paper documents, and photographs, using a variety of digitization hardware and software (e.g. soundcards, scanners, ProTools, and Photoshop). Plans, constructs, and maintains online finding aids and websites with audiovisual components. When necessary, enters descriptive, structural, and technical metadata into electronic finding aids. Knowledge of the significance and structure of metadata schemata, thesauri, finding aids, and mark-up languages (e.g. Dublin Core, the Ethnographic Thesaurus, EAD, HTML, and

SGML). Works with collectors of field recordings in processing deposits, digitizing recordings, and making their collections accessible. **Development:** Proactively researches and identifies potential grants and other funding sources for the Archive. Writes, assembles, and submits grant applications that further the Archive's goals. Monitors grants that have been awarded to the Archive ensuring compliance with timelines for expenditures and fulfillment of all other requirements. Proactively solicits the deposit of new collections into the Archive and acquires permissions, contracts, deeds of gift, and information from collectors about the cultural, historical, and technical nature of collections. **Reference:** Meets with patrons, analyzes questions, suggests search strategies, and evaluates resources from the general, special and/or reference collections regardless of format. Responds to reference inquiries by telephone and written communication and assists students, faculty, visiting researchers, and the public in the use of Archive collections. Offers information literacy sessions for both undergraduate and graduate students. **Outreach:** Conceptualizes and participates in unique outreach initiatives, such as radio broadcasts, live performances, and community partnerships. Serves as the editor of the Archivist quarterly newsletter, which involves writing and soliciting articles as well as posting the newsletter on the Archive's website. Makes original audio and audiovisual recordings for deposit into the Archive. Works with patrons and collectors in repatriating copies of unique sounds recordings to pertinent individuals. **Professional Development:** Stays informed of developments in audiovisual recording technology, archival studies, copyright policy, preservation and development, and professional ethics, applying those findings to the care and promotion of the Archivist collections. Thinks and acts creatively to improve all aspects of the Archive's operations.

Qualifications: **Required:** MLS or equivalent degree from an ALA-accredited program. Ability to work creatively both in a team environment and independently. Ability to adapt to constantly changing information environments and to respond effectively to changing needs and priorities. Excellent oral and written communication skills, and the interpersonal skills to work effectively with culturally diverse library users and colleagues. Successful fundraising or grants experience. Ability to generate creative ideas for fundraising. Ability to organize work and set priorities. Knowledge of digital library technologies, standards, issues, and trends. Proficiency in using computer applications for reference, research, or instruction. Experience with HTML, Flash, and/or similar website development tools and web design techniques. **Preferred:** Academic training in ethnomusicology or related discipline. Ability to read and analyze music. Graduate-level courses in archival studies. Knowledge of Dublin Core, LCSH, the Ethnographic Thesaurus, EAD, HTML, and SGML. Participation in relevant archival, information technology, and ethnomusicological professional organizations and associations at the regional, national, and international levels. Appointees to the librarian series at UCLA shall have professional backgrounds which demonstrate a high degree of creativity, teamwork, and flexibility. Such background will normally include a professional degree from an accredited library and information science graduate program. Professional contributions beyond the primary job, e.g., publications, active participation in University and professional organizations, and other research and creative activity, are required for advancement within the Librarian series. Candidates must show evidence or promise of such contribution.

Salary, Rank & Benefits: Annual Salary Range: \$37,920 - \$42,996. This position holds the rank of Assistant Librarian. Professional librarians at UCLA are academic appointees. They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans.

Deadline: Candidates applying by February 1, 2004 will be given first consideration.

Application: Anyone wishing to be considered for this position should write to Karen Murray, Administrative Specialist, UCLA Library, Charles E. Young Research Library, 11617 YRL, BOX 951575, Los Angeles, California 90095-1575. The application letter should include a complete statement of

qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about the applicant's qualifications for this position. UCLA Library Employment Website: www.library.ucla.edu/employment/index.html. UCLA is an Equal Opportunity/Affirmative Action/ADA compliant employer. Librarians at UCLA are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). Under Federal law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Continued employment contingent upon completion of satisfactory background investigation.

The UNIVERSITY OF LOUISVILLE, Louisville, Kentucky, is looking for a **Special Research/Teaching Assistant**.

Description: Seeking a detail oriented composer for a special assistantship.

Responsibilities: FIRST YEAR: Research assistant (with publication acknowledgment) to the Music Librarian producing a new catalog of the collection of the Grawemeyer Award in Music Composition. Includes camera-ready preparation of the information database, using word processing and page layout computer programs as necessary. SECOND YEAR: Teach six private composition students - each receiving a one-hour lesson per week.

Qualifications: Recipients must be enrolled full-time (minimum of nine credit hours) to receive the awards. Renewal for a second year is conditional upon successful performance and progress toward a degree.

Salary & Benefits: All fellowships and assistantships include a \$10,000 stipend and free tuition and healthcare benefits. Free tuition applies to both in-state and out-of-state students.

Deadline: March 15, 2004

Application: Complete applications include a letter requesting consideration for the award, a Graduate School application form, two letters of recommendation, official undergraduate transcripts, scores from the Graduate Record Examination, and a portfolio demonstrating award specific abilities. Application is sent to Steve Rouse, Chair, Music Composition, School of Music, University of Louisville, 40292. Questions can be answered at (502) 852-0871 or steve.rouse@louisville.edu.

ARKANSAS TECH UNIVERSITY, Russellville, Arkansas, is looking for a **Music/Multimedia Librarian**.

Responsibilities: Manages the music lab located in the Ross Pendergraft Library & Technology Center; works with faculty in music, art, and other multimedia-intensive disciplines to develop collections and services; works with cataloger to ensure bibliographic access to multimedia holdings; works with systems librarian and Computer Services personnel to configure and maintain music lab stations and library multimedia carrels; supervises a small staff of part-time and student workers; reports to the library director.

Qualifications: Required: ALA accredited master's degree; undergraduate degree in music; experience with music and/or multimedia labs and materials; working knowledge of a variety of music and/or multimedia resources, including software products. Preferred: Graduate degree in music; experience in cataloging of music and/or multimedia materials; working knowledge of music/multimedia playback and recording equipment; working knowledge of HTML and website design.

Salary & Benefits: \$32,000 - \$36,000 depending on qualifications and experience; TIAA/CREF, medical insurance, liberal vacation and sick leave. Visit the Arkansas Tech web site at <http://www.atu.edu/> for a closer look at the campus and library.

Deadline: Applications received by March 8, 2004 will receive first consideration. Review of applications will continue until the position is filled. Start date is May 1, 2004.

Application: Send letter of application, resume, and names/addresses/telephone numbers of at least three current references to: Bill Parton, Director of Library, Arkansas Tech University, 305 West Q Street, Russellville, Arkansas 72801. E-mail: bill.parton@mail.atu.edu. Transcripts will be required (photocopies accepted initially) before employment process can be completed. Arkansas Tech University is an EOE/AA employer.

The ASPEN MUSIC FESTIVAL, Aspen, Colorado, is looking for an **Orchestra Librarian**.

Description: These positions are part of a six-member librarian team. Orchestra Librarians are assigned to specific large ensembles and are responsible for preparing, distributing and collecting music as necessary for all rehearsals and concerts of that ensemble. The Librarian(s) must work closely and effectively with guest artists, faculty, students, staff, and at the discretion of the Head Librarian, publishers to insure that music materials are complete, fully prepared and appropriately accessible to the ensemble members and conductor.

Responsibilities: Duties include: coordinating marking of bowings, numbering, cuts, dynamics, etc. as indicated by the conductor and principals; preparing practice parts; preparing orchestra folders; distributing folders 30 minutes prior to rehearsals; attending all rehearsals; resetting folders during stage changes; and working closely with the Head Librarian and Orchestra Managers in the distribution and collection of materials. Some evenings and weekends are required.

Qualifications: The Orchestra Librarian(s) must be able to climb ladders (to access music) and to lift and distribute heavy boxes of music. In addition, s/he must have previous librarian experience, must have a working knowledge of the orchestral repertoire, and must be able to read music. S/he must also have a valid driver's license and should have access to a vehicle during summer 2004. **Required:** ALA accredited master's degree; undergraduate degree in music; experience with music and/or multimedia labs and materials; working knowledge of a variety of music and/or multimedia resources, including software products. **Preferred:** Graduate degree in music; experience in cataloging of music and/or multimedia materials; working knowledge of music/multimedia playback and recording equipment; working knowledge of HTML and website design.

Compensation: Stipend plus housing.

Duration: Approx. June 12-August 25, 2004.

Application: To apply, please send, e-mail or fax a cover letter, which identifies your area of interest, along with a resume and references to:

Megan J. Manning, Director of Operations
Aspen Music Festival & School
2 Music School Road
Aspen, CO 81611
Fax: 970-920-1643
E-mail: mmanning@aspenmusic.org

The COLLEGE OF NEW JERSEY, Ewing, New Jersey, is looking for a **Music/Media Librarian**.

General Information: The College of New Jersey is a highly selective, comprehensive residential institution recognized as one of the outstanding public colleges in the country. Located between New

York City and Philadelphia in suburban Ewing Township, The College enrolls approximately 6,000 undergraduates and 900 graduate students. We are currently seeking candidates to fill a 12-month, tenure-track position at the Roscoe L. West Library.

Summary of Responsibilities: Provides library services to users of the music and non-print media collections. Services include subject-specific and general reference, user education, development and management of print and non-print collections, and general oversight of the Media Listening/Viewing Room. Engages in scholarly and service activities expected of tenure-track librarians. Preference given if able to provide services for an additional subject area, or oversee archival collections.

Specific Duties and Responsibilities:

Reference: Provide general reference service in collaboration with other public services librarians. Provide in-depth reference assistance to all users of the music and non-print media collections, most specifically students and faculty in the School of Art, Media & Music. Some evening and weekend duties required.

User Education: Provide subject-specific user education for music courses. Prepare bibliographic and instructional materials on music and media topics. Participate in Library's general information literacy program.

Collection Development: Select music materials in all formats. In consultation with faculty in other departments, select media materials in all subject areas and multiple formats. Work directly with selected vendors to ensure timely acquisition of non-print materials. Evaluate and weed the music and non-print media collections.

Liaison: Maintain regular contact with music faculty and students, as well as with users of the media collections, to ensure that Library collections and services are appropriate.

Supervision: Oversee service, staff, and equipment of the Media Listening/Viewing Room. Provide leadership in setting MLVR policies.

Additional Responsibilities: Serve on institutional committees. Participate in professional organizations; contribute to research, scholarly, and professional conferences and publications; carry out other activities required to attain tenure. Participate in liaison and collection development services for an additional subject area, or oversee archival collections, depending on background and library needs.

Qualifications: Required: ALA-accredited Master's degree. Educational background or significant experience in music or music reference. Excellent oral and written communication skills; excellent interpersonal skills; problem-solving and planning skills; ability to set priorities. Initiative, flexibility and a strong service orientation essential. Preferred: Supervisory experience and user education (or other teaching) experience. Knowledge of recorded music and/or media markets. Additional graduate degree, preferably in music, is highly desirable. Background in a second subject area desirable.

Salary, Rank & Benefits: Rank is commensurate with qualifications and experience. Salary ranges: Librarian III (Instructor in the Library) \$42,527-63,796; Librarian II (Assistant Professor in the Library) \$51,694-77,553; with full benefits package including TIAA/CREF.

Deadline: The position is available as of July 1, 2004. A review of applications will begin on March 1st, 2004, and will continue until the position is filled.

Application: To apply, please send cover letter, resume, and names and contact information (including emails) for at least four professional references to: Mr. Terrence Bennett, Chair, Music/Media Librarian Search Committee, Roscoe L. West Library, The College of New Jersey, PO Box 7718, Ewing, NJ 08628-0718. Applications may be sent via email to tbennett@tcnj.edu. To enrich education through diversity, The College of New Jersey is an Affirmative Action/Equal Opportunity Employer.

INDIANA UNIVERSITY, Bloomington, Indiana, is looking for a **Head of the Music Library**.

General Information: Located fifty miles south of Indianapolis, the Bloomington campus of Indiana University supports 30,000 undergraduates and 7,800 graduate and professional students. Indiana University's School of Music is widely respected as one of the world's most comprehensive institutions for musical studies. Central to this program is a faculty of 140 full-time teachers and scholars and a select student body. The facilities of the School of Music include seven buildings housing offices and studios, practice rooms, choral and instrumental rehearsal rooms, three recital halls, the Musical Arts Center, and the music library, which is administratively a part of the IU Libraries system. The William and Gayle Cook Music Library is recognized nationally as one of the finest in the United States. It occupies a four-floor 55,000 square foot facility and features state of the art technology. The collections number more than 570,000 items. The staff includes six librarians, two professional staff, 8 clerical staff, and approximately 10.5 FTE student assistants. Further information about the music library is available at <http://www.music.indiana.edu/muslib.html>. The music library is one of nineteen Bloomington libraries administered centrally through the Ruth Lilly University Dean of University Libraries. The head of the music library reports to the Executive Associate Dean of the University Libraries. Librarians have tenure-track academic appointments in which excellence in performance, professional development, and service are required.

Responsibilities: The head of the William and Gayle Cook Music Library is responsible for leadership and overall management of the library, including oversight for public services, technical services, management of library collections, and supervision and evaluation of staff. The head of the music library coordinates service to the School of Music and other IU faculty, students, and off-campus users. The head maintains a close relationship with the School of Music faculty and administration and ensures that the priorities of the library match the performance, research, and teaching priorities of the School of Music and the University. The head also maintains a dialogue with users of the music library regarding programs and issues. The head is responsible for all music library policies and for applying general library policies within the music library. The head oversees the Variations digital library system ; and, depending upon qualifications, may teach in the School of Music and as part of the Specialization in Music Librarianship program administered through the School of Library and Information Science. The head of the music library traditionally directs the Specialization program.

The Music Library is represented on the School of Music Council by the head of the music library (or by another elected representative from the music library). The head is an ex officio member of the School of Music Instructional Policy Committee, the Information Technology Policy Committee, and the Music Library Advisory Committee, and may be appointed to other School of Music committees as well.

Qualifications: MLS degree and graduate degree in music or an equivalent combination of education and experience; at least five years experience in a music library, preferably at an academic or research institution, and substantial experience with music information technology. Demonstrated ability to work both creatively and pragmatically in a changing environment; a record of accomplishment in both music librarianship and music information technology using digital library concepts; solid experience in the leadership and supervision of a diverse staff; outstanding oral and written communication skills and interpersonal skills. Ability to meet the requirements of a tenure-track position.

Salary, Rank & Benefits: Salary and rank are negotiable and competitive, depending upon qualifications and experience. This is a tenure-track academic appointment that includes eligibility for sabbatical leaves. Benefits include a university health care plan, TIAA/CRF retirement/annuity plan, group life insurance, and liberal vacation and sick leave.

Deadline: Review of applications will begin on March 15, 2004. The position will remain open until filled.

Application: Please send letter of application, professional vita, and the names, addresses, and phone numbers of four references to: Karen Sweeny, Acting Libraries Human Resources Officer, Indiana University Libraries, Main Library 201A, Bloomington, IN 47405. Phone: (812) 855-8196 ; Fax: (812) 855-

2576 ; E-mail: libpers@indiana.edu. For other job opportunities at Indiana University see <http://www.indiana.edu/~libpers/libjobs.html>. For more information about Indiana University Libraries see <http://www.libraries.iub.edu/>, and Indiana University see <http://www.indiana.edu>. Indiana University is strongly committed to achieving excellence through cultural diversity. The university actively encourages applications and nominations of women, persons of color, applicants with disabilities, and members of other underrepresented groups. Indiana University is an affirmative action/equal opportunity employer.

MCGILL UNIVERSITY, Montreal, Quebec, is looking for a **Music Reference Librarian**.

Responsibilities: The Marvin Duchow Music Library houses one of the more important academic music collections in Canada. Its primary mission is to support the teaching, learning, and research needs of McGill University's prestigious Faculty of Music. The Music Library collection is currently housed on the 11th floor of 550 Sherbrooke St. W. but will move to a new facility in spring 2005. The collection includes printed scores, sound and video recordings, music books and journals, as well as musical, textual, graphics-based and multimedia data in a variety of formats. Through the Marvin Duchow Music Library home page, students, faculty, and staff have access to music resources on the Internet. Facilities feature an Audio/Video Room with 48 listening and viewing stations, 24 public multi-media workstations, 3 seminar rooms, 17 practice rooms, and a Music Student Computer Room. The staff consists of the Head Librarian and 5.75 full-time Library Assistants. Manages and directs music information literacy programme. Provides collection development for online digital collections in all music formats. Provides music reference and research assistance and instruction. Serves as the music library's webmaster and assumes responsibility for the content and updating of the library's website. Participates in other public and collection development services as required.

Qualifications: Academic: MLS from an accredited library school (course(s) in music librarianship an asset). Undergraduate and Master's degree in music required. Ph.D. in music or D.M.A. preferred. Ability to read, write, and speak English. Ability to read and speak French. Ability to read German and Italian. Professional: Academic or research music library experience. Experience in managing, designing, and/or participating in a music information literacy programme. Experience with music collection development and/or managing web-based digital music collections. Knowledge of music information resources, print and online. Excellent searching skills and familiarity with a wide array of database interfaces. Flexibility in handling a variety of music reference and instruction activities. Technical: Substantial experience with electronic resources, desktop, and Internet applications. Experience using technology in an educational or library setting. Working knowledge of presentation software. Knowledge of standard databases (Access, MySQL), web authoring languages and tools (Html, Javascript, PHP, Flash), and web design software. Familiarity with current classroom technologies and courseware. Personal: Excellent analytical, interpersonal and communication skills. Effective public speaking, teaching and presentation skills. Ability to work collegially, collaboratively and effectively in both team-based and self-directed environments. Ability to shift priorities in a demanding and rapidly changing environment. Willingness to initiate, develop and participate in information literacy activities. Ability to communicate a positive library image to the user community and to promote the library's resources, instruction and information programs. Enthusiasm for teaching and enhancing user success; tact and diplomacy in working with users of varying knowledge, skills and technical ability.

Rank: Library Professional (3-year appointment; non-tenure track) .

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

Application: To apply send your Curriculum Vitae, along with the names of three references to:

Mrs. Carole Renahan
Manager, Personnel and Administration
McGill University Libraries
3459 McTavish Street
Montreal, Quebec H3A 1Y1
Tel: (514) 398-4694 ; Fax: (514) 398-7356 ; Email: carole.renahan@mcgill.ca.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. McGill University is committed to equity in employment.

RUTGERS UNIVERSITY, New Brunswick, New Jersey, is looking for a **Music/Performing Arts Librarian**. **Library Profile:** The Rutgers University Libraries (RUL), comprising libraries on three major campuses in Camden, Newark, and New Brunswick, operate as a unified system with coordinated public and technical services and collection development. Library holdings include nearly 3 million monographs, 22,000 current serial subscriptions, and extensive digital resources, including more than 100 databases. The libraries have 304 staff and a budget of \$21 million. The unified library system has positioned itself in the forefront of scholarly communication in the digital era. The Blanche and Irving Laurie Music Library is located within the Douglass Library building, adjacent to the Mason Gross School of the Arts and its concert halls and theaters. The Music Library budget is significantly enhanced by a generous endowment from the Blanche and Irving Laurie Foundation. The Library supports the first-rate programs of the Mason Gross School of the Arts and related programs on the university's three campuses. As the Mason Gross School continues to strengthen its performing arts curriculum, the Music Library, a research and teaching collection already rich in size and quality, is poised to become one of the top ranking research libraries for music and the performing arts. For more information, please check the RUL website: <http://www.libraries.rutgers.edu> and the Mason Gross School of the Arts website: <http://mgsa.rutgers.edu/>.

Responsibilities: Rutgers University Libraries seek an experienced, creative, and energetic professional to be the primary collection development, reference, instruction, and liaison librarian for Music and the Performing Arts on the New Brunswick campus. The successful candidate will work closely with outstanding librarians and with the distinguished teaching, research, and performance faculty of the Mason Gross School of the Arts. The candidate will also participate in a complete redesign of the existing library *funded by the university's capital campaign* to provide better support for music and the performing arts. Reporting to the Director of the New Brunswick Libraries, the candidate is expected to provide leadership in digital library initiatives, effectively manage projects related to music and the performing arts, and develop creative partnerships in order to expand and enhance the library's services to faculty, students, and the wider research community. Staff support for the Music Library is provided by Central Technical and Automated Services (acquisitions, cataloging, systems), New Brunswick Collection Services (serials management), New Brunswick Multimedia Services, New Brunswick Access Services, and the Scholarly Communication Center (digital projects). This is a faculty position, requiring research and publications, grant proposal writing, and leadership in professional associations. It is an ideal opportunity for a librarian with vision and initiative.

Qualifications: ALA-accredited MLS and a minimum of five years of relevant experience in a research library, especially in collection development, are required. Advanced degree in Music and proficiency in European languages are highly desirable, as is a commitment to working closely with faculty and students in other disciplines within the Performing Arts, especially Theater and Dance. Skills and interest

in the application of information technology, including audio/text/imaging, and a familiarity with metadata standards are preferable. Must possess excellent communication and interpersonal skills and the ability to work independently as well as collegially in a team-oriented environment. Non-U.S. citizens must be authorized to work in the U.S.

Salary, Rank & Benefits: Salary and rank will be commensurate with qualifications and experience. Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

Deadline: Open until filled.

Application: Submit resume, cover letter, and names of three references to:

Sandra Troy (APP.159)
University Libraries Human Resources Manager
Rutgers University Libraries
169 College Avenue
New Brunswick, NJ 08901-1163
Fax: (732) 932-7637; Email: rulhr@rci.rutgers.edu.

The TANGLEWOOD MUSIC CENTER is looking for an **Assistant Librarian**.

Description: This position assists the Copland Music Library Head Librarian on the Tanglewood Grounds. This library is the main source of materials for chamber music, study materials, all music resource books and recordings available on campus. Students and faculty of the Tanglewood Music Center and the Boston University Tanglewood Institute have use of the Copland Library. The Copland Library is one of three music libraries on the Tanglewood Grounds and operates under the guidance of the BSO Principal Librarian. There is a separate TMC Orchestra Library and BSO Orchestra Library on campus.

Responsibilities: Responsibilities include: assisting with preparing all chamber music parts for works scheduled to be performed by the Tanglewood Music Center during the summer. The Copland assistant librarian is also responsible for the following tasks: assist with cataloging and preparing chamber music pieces scheduled for performance for students and faculty; assist with check out and return of all materials in the library; run errands and copy parts as necessary; assist with maintaining a policy for late materials and collect fines as necessary; and catalog new materials to be added to the library's collection.

Qualifications: Applicant must be extremely organized, efficient and detail oriented. Knowledge of classical music is required. Applicant should maintain a sense of professionalism in the library, work well in a fast-paced environment and work well individually as well as part of a team.

Salary & Benefits: \$6.75. Own car is required. Housing will be provided. This listing is a seasonal position at Tanglewood in Lenox, Massachusetts, summer home of the Boston Symphony Orchestra. Unless otherwise noted, this appointment will run from mid to late June through August, and is non-exempt. Benefits include a season pass to the Tanglewood grounds and a discount at the Glass House (the Tanglewood gift shop).

Deadline: Open until filled. Jobs are posted first on the website (www.bso.org) and are generally removed within 48 hours of closing.

Application: Send resumes and cover letters to:

Human Resources Recruiter
Boston Symphony Orchestra
301 Massachusetts Avenue

Boston, MA 02115
Fax to: 617-638-9441
Email: jobs@bso.org

Jobs are also listed on our job hotline at 617-638-9399. Please note that the job hotline may not be as current as the website.

The TANGLEWOOD MUSIC CENTER is looking for **Applicants for the 2004 Orchestra Library Fellowship Program.**

Description: The TMC offers a unique opportunity for an emerging professional orchestra librarian of exceptional potential to study as a Fellow at Tanglewood. Under the tutelage of the BSO Principal Librarian, Marshall Burlingame, and the TMCO Librarian, the Orchestra Library Fellow will work with some of the world's most important conductors as noted above, preparing materials for the TMCO and for conducting classes. They will also be actively involved with preparing materials for master classes and for special projects with members of the BSO, and attend seminars on music acquisition and preparation.

Responsibilities: Under the tutelage of the BSO Principal Librarian, Marshall Burlingame, and the TMCO Librarian, the Orchestra Library Fellow will work with some of the world's most important conductors as noted above, preparing materials for the TMCO and for conducting classes. They will also be actively involved with preparing materials for master classes and for special projects with members of the BSO, and attend seminars on music acquisition and preparation.

Qualifications: The Fellowship Program is for experienced musicians who have completed most or all of their formal training. While there is no strict upper age limit, preference is normally shown to those between the ages of 18 and 30. The sole criterion for admission is musical excellence.

Deadline: The TMC office must receive all materials no later than February 27, 2004. Materials must be in the office, not post marked, by the deadline. Finalists will be contacted for interviews, in person wherever possible, after the application deadline.

Application: All candidates are strongly encouraged to apply online. All other applications and materials must be sent via U.S. Mail or bonded courier, and must include a return address. No hand-delivered packages will be accepted. Please make careful note of the relevant application deadline, and that required items should be received in our office on or before that date. Materials must be in the TMC office, not post marked, by the deadline date. Applicants for the orchestra library fellowship should submit:

- completed application form
- \$60 application fee
- current résumé
- letter of recommendation from a supervisor
- list of two additional references including contact information

Mailing address for TMC:
Tanglewood Music Center
Symphony Hall
301 Massachusetts Avenue
Boston, MA 02115

The UNIVERSITY OF CALIFORNIA, Santa Barbara, California, is looking for a **Project Manager/Editor for the Encyclopedic Discography of Victor Records**.

General Information: The University of California, Santa Barbara, one of ten campuses of the University of California system is seeking a dynamic, energetic, self-starter to serve as the Project Manager/Editor for the Encyclopedic Discography of Victor Records, an ongoing project recently relocated to the UCSB Libraries. The Discography documents the recorded output of RCA/Victor Records from 1900 to 1950. The Project Manager/Editor is responsible for oversight, editing and preparation of the Discography. The Discography will be an online resource as well as published in print. The incumbent compiles data in a format that can be approached by matrix number, catalog number, recording date, artist and title of work. Evaluates manuscript for logic and appropriate content; evaluates, verifies and edits data gathered by the original compilers. Performs library research using other libraries collections and archives to verify accuracy and reliability of material and adds missing data.

Responsibilities: Responsible for the overall management of project as well as personnel. Hires, trains, supervise and evaluate specialist consultant editors and research assistants working on project. Collaborates with Editorial Board and publisher, sets policy for project, plans contents of online discography and determines scope of print volumes. Establishes, maintains and adheres to production schedule and works with information technology staff to create editing tools for the data. Works with publisher in planning print volumes, examines proofs, and researches copyright status of protected material. Prepares user guide, etc. Responsible for communications related to project. Collaborates with published on marketing and promotional matters for forthcoming volume and promotes online resource. Makes presentations related to project.

Qualifications: Required: Degree in music or related field. Project management skills, demonstrated professional editorial experience. Excellent editing, proofreading, and writing abilities. Ability to establish priorities, manage work assignments. Excellent organizational, research, and attention to detail skills. Demonstrated initiative, flexibility, and ability to functional independently. Must be able to meet deadlines, establish effective working relationships with project staff, editorial board, publisher, and work under pressure. Excellent oral, written, and interpersonal communication skills. Proficiency in use of computers, and experience using various databases. Preferred: Demonstrated history of discographical publications. Copyediting or proofreading discography material. Experience with grant writing. Experience working with publishers. Knowledge of early sound recordings or history of sound recordings.

Salary, Rank & Benefits: Salary commensurate with qualifications and experience, minimum \$45,000. Position is a limited term appointment with no renewal.

Deadline: Consideration of applications begins April 1, 2004 and continues until the position is filled.

Application: To apply, submit cover letter, resume and the names and addresses of three references to: Detrice Bankhead, Associate University Librarian, Human Resources, Davidson Library, University of California, Santa Barbara, CA 93106. For the complete job announcement visit: www.library.ucsb.edu. The University of California is an AA/EOE committed to diversity in the workplace and invites applications from candidates who can contribute in this area.

The UNIVERSITY OF TEXAS, Austin, Texas, is looking for a **Head Librarian, Fine Arts Library**.

General Information: The Fine Arts Library contains the primary art, art history, music, and theatre and dance collections of the General Libraries. The collections include approximately 300,000 books and scores, 900 current serial subscriptions, 38,000 phonodiscs, more than 34,000 compact discs, 3,800 video cassettes and video discs, 4,500 reels of microfilm, and 24,000 microfiche and supports research and instruction in the College of Fine Arts, which includes the School of Music and the Departments of Art and Art History and Theatre and Dance. The Fine Arts Library has a staff of three full-time

professional librarians, 14 classified staff and 15-20 student assistants. For more information, see <http://www.lib.utexas.edu/fal/>.

Responsibilities: The Head Librarian is responsible for the operations and management of the Fine Arts Library. Responsibilities include the planning, organization, implementation and assessment of all activities including faculty relations, user services, personnel, budget, development, statistics, and policy-making. The successful candidate will work collaboratively to build partnerships throughout the library system and across campus as well as taking a leadership role in related professional organizations. The position reports to the Associate Director for Student Services, The General Libraries.

Qualifications: Required Qualifications: MLS from an ALA-accredited graduate program; successful management experience at the professional level in an academic or research library; successful supervisory experience, collection development, reference and instruction experience in one or more of the following areas: Art and Art History, Music or Theatre and Dance. Preferred Qualifications: Experience managing budgets; experience securing grants and other development opportunities; experience leading and managing change efforts; an advanced degree in an applicable subject area; demonstrated potential for leadership in library, university, state, national, and international programs and initiatives; evidence of well-developed interpersonal skills, initiative, creative energy, resourcefulness, and strong commitment to public service; demonstrated excellent written and verbal communication and problem solving skills.

Salary & Benefits: \$54,000 - \$58,000 annually or more, depending on qualifications and experience. No state or local income tax. Standard state benefits package including annual vacation and sick leave, paid holidays, retirement plans, and health insurance options (comprehensive major medical and HMO plans, dental, vision, life, and disability). Deferred compensation and tax sheltered annuity programs also available.

Deadline: Applications will be reviewed upon receipt and will be accepted until the position is filled, however applications received by February 27, 2004 will be assured of full consideration.

Application: To apply, send a letter of interest explaining how your work experience addresses the needs cited above; a resume; a statement of salary requirements; and the names, addresses (including email), and telephone numbers of three professional references to Carol Johnson (c-johnson@mail.utexas.edu), The University of Texas at Austin, The General Libraries, P.O. Box P, Austin, Texas 78713-8916. Please refer to job posting number 04-01-20-01-0080. The University of Texas at Austin has a strong commitment to diversity and encourages applications and nominations from individuals from traditionally underrepresented groups. For more information, see UT Library Online (<http://www.lib.utexas.edu/>). An Equal Opportunity / Affirmative Action Employer

The MINNESOTA ORCHESTRA, Minneapolis, Minnesota, is looking for an **Assistant Principal Librarian**.

Responsibilities: Duties include music acquisition and music preparation for educational and pops programs, and for auditions; as well as supervising research and cataloguing. Concert duty and database upkeep are shared responsibilities.

Qualifications: Prior orchestra library experience required; familiarity with OPAS preferred.

Salary & Benefits: This is a full-time bargaining-unit position.

Deadline: Auditions will be held in May; the winning candidate will start by fall of 2004. The opening will be announced in the February issue of the *International Musician*.

Application: Please send one-page resume to:

Julie Haight-Curran
Orchestra Personnel Manager

Minnesota Orchestra
1111 Nicollet Mall
Minneapolis, MN 55403
Fax: (612) 371-0838
E-mail: audition@mnorch.org

MUSIC LIBRARY SERVICES COMPANY, Wilmington, North Carolina, is looking for a **Customer Service Representative**.

Responsibilities: Provide superior customer service to the libraries we currently serve. The customer service contact enters all incoming orders that arrive by fax, email and mail. Manages and imports orders from our website. Handles all inquiries, questions and problems by email and phone. Processes weekly Billboard chart data and standing orders. Maintains and processes monthly standing orders and approval plans. Researches claims and other customer inquiries. This position will also assist new customers with questions and collection development. Also the development of information and content for website and promotional mailers. Ideal opportunity for someone with creativity, vision and initiative to use their library and music knowledge to serve other librarians.

Preferred Qualifications: One or more years of library experience. Knowledge of the acquisitions process. Substantial experience with computers (Microsoft Office), email and internet. Broad knowledge of music and desire to work with music librarians and public librarians. Excellent communication skills and ability to prioritize and manage work flow. Spanish language skills a plus.

Salary & Benefits: Salary is competitive and commensurate with qualifications. Benefits include paid vacations, eleven paid holidays, five annual sick/personal days, health insurance supplement, four-day work week in July and August. No weekend or night hours needed.

Deadline: Position available March 1, 2004 with a flexible start date. This is a full-time, permanent position located in coastal Wilmington, NC. We offer normal office hours Monday-Friday with little or no travel. Annual attendance to MLA conference is company paid.

Application: Send a letter of application and resume to the attention of Dana Jaunzemis at jobs@mlscmusic.com.

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Librarian/Senior Librarian, Cataloging Office**.

Responsibilities: Under the direction of Head, Cataloging, Manager of Bibliographic Systems, catalogs and classifies musical scores, musical and non-musical sound recordings and monographs in English and World Languages, videos and authority control facility. Manipulates existing bibliographic utility and local catalog authorities and cross references. Plans and executes special cataloging assignments including training professional and paraprofessional staff, contributing to the development of procedures and manuals, and preparing reports. Performs related duties as required.

Eligibility Requirements: ALA-accredited Master's degree in Library and Information Studies. Demonstrated substantial knowledge of music history, music terminology, and music notation. Successfully demonstrated knowledge of Anglo-American Cataloging Rules, Library of Congress Subject and Name Headings, Dewey Decimal Classification, MARC formats, and principles of authority control. Successfully demonstrated experience using an online bibliographic utility, such as OCLC, and an online local cataloging system. Demonstrated ability to work well independently and to plan and execute complex projects. Good oral and written communication skills. Successfully demonstrated supervisory

experience preferred. Reading knowledge of music preferred. Reading knowledge of one or more Romance languages preferred.

Hours: Monday through Friday, 8 a.m. to 4 p.m. or 9 a.m. to 5 p.m. Some Saturdays required. Schedule subject to change.

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

Application: Please mail, fax or e-mail resume and cover letter including the code AM-ML to:

The New York Public Library
Human Resources Department
188 Madison Avenue, Fifth Floor
New York, NY 10016
Fax: 212-592-7327
E-mail: amresumes@nypl.org.

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Specialist II (or Specialist I on a training basis) for the Research Libraries/Technical Services/Performing Arts Processing Project.**

Responsibilities: Under the general supervision of the Librarian III, processes and creates finding aids for music and sound recording materials. Writes and encodes finding aids. Identifies conservation needs. Consults, as needed, with appropriate NYPL archival, conservation and cataloging staff. Performs related duties as required.

Requirements: ALA-accredited Master's degree in Library and Information Studies, or an equivalent Masters degree in history or archival studies, and demonstrated experience in the processing of archival collections and non-book materials. Undergraduate degree in music or music history preferred. Successfully demonstrated professional experience required for appointment at the Specialist II level. Successfully demonstrated professional archival experience. Successfully demonstrated knowledge of and experience with AACR2, MARC formats and Encoded Archival Description using XMetal. Ability to apply standard archival techniques in the appraisal, arrangement and description of archival records, including the creation of finding aids. Successfully demonstrated ability to work in a computer-cataloging environment utilizing RLIN, OCLC and/or an integrated library system, preferably CATNYP. Demonstrated ability to follow detailed instructions. Good written and verbal communication skills. Demonstrated initiative, accuracy, attention to detail, judgment and ability to work independently and collaboratively in a team environment. Experience in handling and cataloging sound recordings, including original cataloging preferred. Demonstrated ability to read music notation preferred.

Deadline: Until filled

Application: Please send cover letter and resume. When emailing, please refer to job code LS-S2DWP in the subject line. Mail to:

The New York Public Library
HR Dept, Code LS-S2DWP
188 Madison Ave 5th Floor
New York, NY 10016
Fax: 212-592-7327
Email: lsresumes@nypl.org

RIPM: RETROSPECTIVE INDEX TO MUSIC PERIODICALS (1800-1950), Baltimore, Maryland, is looking for a **Full-time Editor**.

General Information: RIPM is published under the auspices of the International Musicological Society, International Association of Music Libraries, Archives, and Documentation Centres, and UNESCO's International Council for Philosophy and Humanistic Studies. The position is intended for a "hands-on," "get-things-done" person with strong interests in bibliography and information technology. The candidate should be interested in pursuing a wide range of activities, working within an international context, and developing creative solutions to problems.

Responsibilities:

- (1) edit RIPM publications under direction of RIPM's Senior Editor
- (2) create RIPM records for publication
- (3) prepare grant proposals in collaboration with RIPM's Director
- (4) assist in coordinating RIPM's online full-text music periodicals initiative
- (5) represent RIPM at national and international meetings and conferences
- (6) edit texts, promotional materials, and a quarterly information bulletin for www.ripm.org.

Minimum Qualifications: A Master's degree in Library Science (music specialization), or, an M.A. in Musicology with at least three years of pertinent work experience. Experience in one or more of the following areas is essential: information technology, music bibliography, editing, grant writing, and administration. Foreign language skills are sought but not essential.

Salary & Benefits: In the years ahead we expect this position to grow in importance within the RIPM organization, with commensurate movements of salary and benefits.

Deadline: March 31, 2004

Application: Applications should include a Curriculum Vitae, the names and addresses (email if possible) of three individuals familiar with the applicant's work, and a writing sample (e.g., published article or book, grant application, unpublished research paper) to:

Search Committee
RIPM International Center
The Wyman Towers
3100 St. Paul St., Suite 511
Baltimore, Maryland 21218

The UNIVERSITY OF HARTFORD, West Hartford, Connecticut, is looking for the **Head of Library Technologies**

General Information: The University of Hartford is a dynamic, comprehensive, independent institution located on a lovely 325-acre campus in suburban West Hartford, Connecticut. The University Libraries, which consist of the main library (Mortensen) and the music library (Allen), house over 470,000 books, 3,600 print and electronic journal titles, numerous scores and audiovisual materials, microform, and online resources supporting the educational mission of the University. With state-of-the-art technology, the Libraries serve as the University's primary resource for information and research.

Responsibilities: The University of Hartford Libraries invite applicants for the position of Head of Library Technologies in its Library Technologies Department. The person chosen for the position will be a creative and motivated individual who is committed to facilitating the use of library systems for scholarship and research. Responsibilities include: developing, supporting, and maintaining the Libraries' integrated library system (Voyager), as well as various digital tools and collections; providing technical expertise and support for library services to students, faculty, and staff; supervising department staff

(1.5 FTE); serving on internal and external committees related to computing and information technology as well as the Library Council composed of department heads; advising the Library Director in long-term planning and budgeting and administering the budget for technology; determining the Libraries' hardware and software needs and purchasing necessary equipment; and establishing and maintaining effective working relationships with the campus IT department, ILS and software vendors. The Head of Library Technologies participates in a broad range of activities, in collaboration with other library staff, to enhance and develop the delivery of content and services.

Qualifications: Graduate degree in library science from an ALA-accredited institution; 3-5 years of work experience; experience with an automated library system (preferably Voyager); experience delivering digital services in an academic environment; experience managing complex projects, and developing collaborative partnerships; knowledge of database design, web authoring tools, structured markup and common scripting languages; knowledge of microcomputer and server hardware, Windows and Solaris/UNIX operating systems; ability to set and maintain high work standards; and proven interpersonal skills.

Salary & Benefits: The University offers a competitive benefits package including tuition.

Deadline: Review of applications will begin immediately and will continue until the position is filled.

Application: Applications consisting of a cover letter, resume, and the names and contact information of three references should be sent as a Word attachment via email to the Human Resources Department (hrd@hartford.edu). Submissions via regular mail are also welcomed and can be sent to: Human Resources Development, University of Hartford, 200 Bloomfield Ave., West Hartford, CT 06117. All applicants will receive consideration for employment without regard to race, color, sex, age, religion, national and ethnic origin, disability, sexual orientation, marital status or veteran status. The University of Hartford is an Equal Employment Opportunity (EEO) and Affirmative Action employer.

The UNIVERSITY OF ILLINOIS-URBANA-CHAMPAIGN is looking for a **Music Librarian and Associate Professor or Professor of Library Administration (Revised)**.

Responsibilities: Reporting to the University Librarian, and working cooperatively with faculty of the School of Music and the Arts & Humanities Division Coordinator, the Music Librarian is responsible for the administration of all Music Library programs and services, including personnel, public service, collection development and management, budget management, and cataloging. The Librarian hires and supervises staff, oversees the budget including endowment funds, and along with other personnel, provides reference services and research assistance to the Library's clientele. The Music Librarian also maintains communication with the School of Music Library Committee; represents the Music Library in local, national, and international activities; writes and coordinates grants; and in cooperation with the Library Development & Public Affairs Office, identifies and cultivates potential donors.

Qualifications: Required: Master's degree in Library and Information Science from an ALA-accredited North American Library School or its equivalent. Master's degree or equivalent graduate-level coursework in music. Minimum of five years relevant experience in a research library, including oversight of collection development. Knowledge of the information needs of music scholars, graduate students, and undergraduates. Substantial experience with new technologies, e.g. digitization, scanning, full-text databases, online indexing, and search engines. Demonstrated ability to plan and implement new programs and services. Leadership skills, including the ability to manage change in a positive manner. Superior oral and written communication skills. Ability to work cooperatively and collegially with colleagues, students, academic faculty, and the larger user community in a complex, changing, and multicultural environment. Demonstrated superior interpersonal skills. Evidence of research and scholarship sufficient to meet university standards for a tenured faculty appointment. Reading

knowledge of one or more Western European languages beyond English. Desired: Broad knowledge of music history, repertory, and literature. Concern for the common goals of the arts and humanities disciplines. Evidence of active participation in professional organizations in the field of music and/or librarianship. Familiarity with library preservation and principles of archives and special collections.

Salary, Rank & Benefits: Salary is competitive and is commensurate with experience and credentials for appointment at the Associate Professor or Professor level. Twelve-month appointment; 24 work days vacation per year, 11 paid holidays, 12 days annual sick leave (cumulative) plus an additional 13 days (non-cumulative) per year if necessary; health insurance, requiring a small co-payment, is provided to employees (coverage for dependents may be purchased); participation in the State Universities Retirement System, which includes several private options, is compulsory (8% of staff member's salary is withheld); newly hired university employees are covered by the Medicare portion of Social Security, and are subject to its deduction.

Deadline: In order to ensure maximum consideration, applications and nominations should be received by March 15, 2004. Interviews may occur before the closing date with a decision made as soon as possible after closing date. The position is available June 1, 2004.

Application: Send letter of application and complete curriculum vitae with the names, addresses, telephone numbers and email address (where available) of five references to Cindy Kelly, Head, Library Human Resources, University of Illinois Library at Urbana-Champaign, 1408 West Gregory Drive, Suite 127, Urbana, IL 61801. Email: libhr@library.uiuc.edu. Electronic applications are acceptable initially, but must be followed by a hard copy with signature. Phone: (217) 333-8169. The University of Illinois is an Affirmative Action/Equal Opportunity Employer.

The UNIVERSITY OF TEXAS-AUSTIN is looking for the **Head of the Music Cataloging Unit**.

Responsibilities: The Head of the Music Cataloging Unit is responsible for managing the operations of the Music Cataloging Unit, which includes supervision of the other two staff in the unit (one fte librarian and 0.75 fte library assistant); provide original and some copy cataloging of music scores, sound recordings, videos and a variety of other formats, using OCLC, MARC, AACR2rev, LCSH, LC classification and metadata schema. Responsibilities also include collaboration with staff in other library units on and off campus. The Music Cataloging Unit is part of the General Libraries Technical Services Division. The position reports to the Head of the Cataloging Department. The Music Cataloging Unit provides cataloging services for a variety of music materials for the Fine Arts Library, the Benson Latin American Collection, the Center for American History, the Undergraduate Library, and the Historical Music Recordings Collection as well as digital sound and music materials produced by the Digital Library Services Division of The University of Texas Libraries.

Qualifications: Required Qualifications: MLS from an ALA-accredited graduate program; a strong background in music; at least 2 years experience cataloging music in a variety of formats, using MARC, AACR, LCSH and LC classification; supervisory experience. Preferred Qualifications: Advanced degree in Music; NACO experience; experience cataloging diverse types of music; experience working on grant applications and grant funded projects; familiarity with current trends and developments in Cataloging, including metadata schema; knowledge of standards for cataloging electronic resources; working knowledge of another European language. Experience with an interactive library system. Demonstrated potential for leadership in university, state, national, and international programs and initiatives. Demonstrated excellent communication, problem-solving and interpersonal skills. Successful candidates will display evidence of initiative, creative energy and resourcefulness and a proven ability to work collaboratively and efficiently.

Salary & Benefits: \$45,000 - \$55,000 annually or more, depending on qualifications and experience. No state or local income tax. Standard state benefits package including annual vacation and sick leave, paid holidays, retirement plans, and health insurance options (comprehensive major medical and HMO plans, dental, vision, life, and disability). Deferred compensation and tax sheltered annuity programs also available.

Deadline: Review of applications will begin on March 19, 2004. The position will remain open until filled.

Application: To apply, send a letter of interest explaining how your work experience addresses the needs cited above; a resume; a statement of salary requirements; and the names, addresses (including email), and telephone numbers of three professional references to Carol Johnson ([c-johnson@mail.utexas.edu](mailto:johnson@mail.utexas.edu)), The University of Texas at Austin, The General Libraries, P.O. Box P, Austin, Texas 78713-8916. Please refer to job posting number 04-02-02-01-0080. The University of Texas at Austin has a strong commitment to diversity and encourages applications and nominations from individuals from traditionally underrepresented groups. For more information, see UT Library Online (<http://www.lib.utexas.edu/>). An Equal Opportunity/Affirmative Action Employer

The UNIVERSITY OF WISCONSIN-MILWAUKEE is looking for a **Cataloger/Metadata Librarian**.

Responsibilities: Reporting to the Head of the Monographs Department, works with Department Head and other staff to develop, implement, problem-solve, and train others in the application of computer technologies, e.g., computer-based cataloging interfaces, software, macros, file management, and reports, to enhance the bibliographic retrieval needs of the UWM community. Performs original and complex copy cataloging of direct and remote access electronic resources, other nonbook resources, and print monographs in English and foreign languages. Participates in new metadata initiatives as directed. Trains library staff and School of Information Studies interns and fieldworkers in electronic and nonbook cataloging practices and procedures. With other members of the Technical Services Division staff, contributes to catalog management policy decisions for the library's local system. Trains library staff and School of Information Studies interns and fieldworkers in monographic, electronic, and nonbook resource cataloging practices and procedures.

Qualifications: Required: ALA-accredited MLS/MLIS, with course work in cataloging; demonstrated facility working with computer-based applications and files in a Windows environment; general knowledge of the Internet and World Wide Web; knowledge of current automated library systems; experience with automated bibliographic utilities, e.g., OCLC; working knowledge of AACR2, LC classification and subject headings, and MARC formats; current reading knowledge of at least one foreign language; proven analytical problem solving skills; ability to work well independently and with others; demonstrated ability to communicate effectively. Desired: Successful cataloging work experience, especially with electronic resources and other nonbook resources; reading knowledge of French, Italian, Latin, Hebrew, and/or Latin; demonstrated ability to work with computer application macros, database software, queries, and reports; knowledge of HTML, XML, and non-MARC metadata schemes, e.g., Dublin Core, for digital resources; general knowledge of Western classical music, e.g., major composers, works, periods, and forms; demonstrated ability to use cataloging skills to enhance user access to library materials.

Salary, Rank & Benefits: This is a full-time probationary academic staff appointment, annual (12-month basis). Salary range 4, \$36475 minimum, commensurate with experience and qualifications. Excellent fringe benefits included.

Deadline: Open until filled.

Application: Applicants must submit a letter of application, a current resume, transcripts, and names/addresses of three current professional references. Please submit applications to:

Maureen Powless
Head, Personnel Department
UWM Libraries
PO Box 604
Milwaukee, WI 53201
Phone: (414) 229-6201
E-mail: mpowless@uwm.edu

Applications must be received by 5:00 p.m. c.s.t. on Friday, March 26, 2004.

ISTANBUL TECHNICAL UNIVERSITY, Istanbul, Turkey, is looking for a **Music Librarian**.

General Information: Created 5 years ago at the start of the program, the Library now houses close to 15,000 items, -books, scores, and CDs - supporting concentrations in Musicology, Theory, Composition, Ethnomusicology, Sound Engineering and Design, Music Business, and Performance Studies. Acquisitions will continue, and archival projects can be undertaken as well. The resources of the library include access to electronic databases through the University's Central Library, computers for student use, and listening stations. Library staff includes a full-time Cataloguer, and library assistants from among the student body.

Responsibilities: Istanbul Technical University is seeking an energetic and adventurous Music Librarian to manage the free-standing Dr. Erol Ucer Music Library located on the Macka Campus. The library supports Master's and Doctoral English-language music programs of MIAM-Muzik Ileri Arastirmalar Merkezi, or Advanced Studies in Music. The library is fully integrated into the teaching program of the Department.

Qualifications: Required: The preferred candidate must hold a Master's Degree, or equivalent, in Library Science, and depending on academic qualifications in Music, will have an opportunity to teach within the department. At a minimum, the preferred candidate should be prepared to teach Music Bibliography and Research Methods to incoming students, offered usually during the Fall Semester.

Benefits: Living accommodations on the main campus of the University in Maslak are provided rent-free and extend for the full calendar year.

Deadline: The position is a ten-month position, beginning September 1, 2004, and is renewable on a yearly basis.

Application: Please submit CVs by email, and direct inquiries to Judith Frangos at frangos@itu.edu.tr.

MCGILL UNIVERSITY, Montreal, Quebec, is looking for a **Music Scores Cataloguer**.

Responsibilities: Reporting to the Specialist Cataloguing Services Librarian, the successful candidate will be responsible for the cataloguing and classification of music scores according to current North American standards. This will involve original cataloguing and the management of copy cataloguing to provide bibliographic access to the scores backlog and to incoming material. The Music Scores Cataloguer will work closely with the Head and other staff of the Marvin Duchow Music Library to determine priorities, to understand the needs of the library users and to gain familiarity with the existing collections. Supervision of catalogue searching and editing staff may also be required.

Qualifications: Required: Graduate MLIS degree from an ALA-accredited programme. Undergraduate degree in music. One year experience in music cataloguing. English and French spoken and written, as

well as reading knowledge of German and Italian. Ability to work collegially, collaboratively and effectively in both team-based and self-directed environments. Desirable: Masters degree in music. Familiarity with on-line information resources. Supervisory experience.

Rank: Library professional (3-year appointment; non-tenure track).

Deadline: Consideration of applications will begin immediately and continue until the position is filled. In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. McGill University is committed to equity in employment.

Application: Please submit application, along with a curriculum vitae and the names of three referees to:

Joanna Andrews
Chair, Selection Committee
Redpath Library Building, McGill University
3459 McTavish St.
Montréal, QC H3A 1Y1
E-mail: joanna.andrews@mcgill.ca
Fax: 514-398-8919

The NEW YORK PUBLIC LIBRARY FOR THE PERFORMINGS ARTS/MUSIC DIVISION, New York, New York, is looking for a **Librarian II (or Librarian I on a training basis)**.

Responsibilities: Under the general supervision of the Assistant Chief of the Music Division, provides reference assistance for the Music Division in person, by telephone and by mail. Processes archival collections and other non-book materials. Provides general support in the Department of Special Collections, including supervision and maintenance of the Special Collections stacks, oversight of reserves and incoming Interlibrary Loans, coordination of deliveries of rare materials from offsite storage, and the processing of Special Collections copy orders. Participates in the Division's barcoding projects and the preparation of materials for offsite storage. Assists in book selection and in the planning and implementation of exhibitions. Performs related duties as required.

Eligibility Requirements: ALA-accredited Master's degree in Library and Information Studies and an undergraduate degree in music. Successfully demonstrated public service experience. Reading knowledge of German and one other modern language. Demonstrated knowledge of Microsoft Word and Excel. Graduate work in musicology or music theory preferred. Demonstrated experience with archival processing preferred.

Application: Please send resume and cover letter.

Email: lsresumes@nypl.org (When emailing, please refer to LSML-L2MUS in the subject line).

Mail:
The New York Public Library
HR Dept Job Code: LSML-L2MUS
188 Madison Ave 5th Floor
New York, NY 10016
Fax: 212-592-7327

The UNIVERSITY OF IOWA, Iowa City, Iowa, is looking for a **two-year Residency Program Librarian** .

Responsibilities: The University of Iowa Libraries is seeking a two-year Residency Program Librarian to serve in its general reference and instructional services department. The purpose of the Librarian Residency Program is to interest members of historically underrepresented groups who are recent graduates of masters in library and information science programs in a professional career in university libraries. The program is designed around an assignment in a professional position that will be challenging, offer a solid foundation for a career in research librarianship, and provide opportunities for professional development and mentoring. In addition, the participant will learn about other departments in the Libraries, work on special projects of individual interest (involving, for example, collection development and/or needs assessment), serve on committees in the library system, and initiate a program of professional development and contribution. This position will require some evening and weekend commitment. Residency program participants are eligible to apply for regular professional positions that may arise in the Libraries. The department head, along with the Coordinator, Human Resources & Diversity Programs, and the appropriate Director, serve as mentors for participants. **Professional Development:** Professional development is a strong component of the Residency Program. Participants are provided support and encouraged to give presentations, attend national and regional conferences, and/or write for professional publications. The Libraries provides significant financial support for attendance at conferences and professional meetings. In addition, if accepted by the program, residents will receive support to participate in the University of Minnesota Libraries' Training Institute for Library Science Interns and Residents.

Qualifications: A recent graduate degree from an ALA-accredited program in Library and Information Science; general knowledge of electronic information sources, the Internet, and the World Wide Web; ability to work in a team environment; excellent written and oral communication skills; and a demonstrated interest in professional development in the library and university community.

Salary, Rank & Benefits: The two-year appointment will be made at the Librarian I level. The salary range is \$35,000 - \$37,000. The University of Iowa offers an attractive package of benefits including 24 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life, dental, and vision insurance, childcare credit, and additional options.

Application: Applications must be received by April 30, 2004. Candidates should submit a letter of application discussing background and reasons for interest in the Libraries' Residency Program, a resume, and the names, addresses, and telephone numbers of three references to:

Susan Marks, Coordinator
Human Resources & Diversity Programs
University of Iowa Libraries
Iowa City, IA, 52242-1420
Phone: (319-335-5871)
E-mail: lib-search@uiowa.edu

The University of Iowa is an Equal Opportunity/Affirmative Action Employer. Women and minorities are encouraged to apply. For more information about the University of Iowa Libraries, see our website at <http://www.lib.uiowa.edu/index.html>.

The UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California, is looking for an **Arts and Humanities Team Leader**.

Position Summary: The University of Southern California's (USC) Information Services Division (ISD) is seeking a creative and experienced librarian to lead its recently established Arts and Humanities Team. The successful candidate will plan, organize, supervise, and manage the collection development, reference, instruction, and outreach activities of a team of subject librarians in the arts and humanities. Reporting to the Associate Executive Director for Research Collections and Services, the successful candidate will have the primary responsibility of leading a team of subject librarians in building print and electronic collections and providing reference and instructional services in the arts and humanities. The team leader will work closely with reference, instruction, collection development, and interlibrary loan coordinators, chairs of interdisciplinary centers, and other subject team leaders, to provide USC's faculty and students with an innovative and comprehensive package of collections and services. The ISD recently created subject based teams and interdisciplinary centers in response to its new strategic plan. The teams provide the framework for meeting the challenges the plan has presented. The new team leader will provide both the visionary and practical leadership required to enable the team to support and further ISD's ambitious goals.

Responsibilities: Reporting to the Associate Executive Director for Research Collections and Services, the Arts and Humanities Team Leader will collaborate with the other subject team leaders and with the leaders of the Undergraduate Learning and MARBL teams, with coordinators for collection development, reference, instruction, and interlibrary loan, and with the chairs of ISD's interdisciplinary centers to build collections and provide services. The team leader also will work closely with technical services and access services personnel to ensure quality control and ease of access to the collections. The new team leader will coordinate and supervise the efforts of team members to fulfill collection development, reference, and instruction assignments within the arts and humanities. The individual will be responsible for planning, organizing, leading, supervising, and managing the team's activities in these vital areas. Specific duties will include budget planning, preparation, and management; developing policies and procedures; organizing, coordinating, and supervising team members' activities; sponsoring and/or managing projects; actively participating on the Team Leaders and Coordinators (TLC) committee; and serving as a member of an anticipated new Collection Development Council. The team leader will be expected to lead by example, taking one or more subject assignments, and engaging in collection development, reference, and instruction activities as part of the team.

Qualifications: The team leader should have a record of increasing responsibility in an academic or research library, with leadership experience in the arts and humanities strongly preferred. The successful candidate should have demonstrated strengths in building collections and providing reference and instructional services. The new team leader should have a career track that has provided opportunities for broad intellectual growth as well as for obtaining specific knowledge of the complex issues facing academic and research libraries in the early 21st century. Demonstrated experience with successfully supervising library or information science professionals is a requirement of this position. The successful candidate should have knowledge of strategic planning and management techniques for a team-based organization. He/She will need to have a successful record of leading team-based activities in an academic or research library. It is also important that team leader candidates have demonstrated the ability to communicate effectively with teaching faculty, students, staff, librarian colleagues, and senior administrators from diverse cultural backgrounds. The new team leader should have a proven record of success in representing the interests of her/his constituencies. The successful candidate will have a strong commitment to meeting the information needs of the University's scholarly community; close familiarity with developing, managing, and accessing arts and humanities resources in academic or research libraries; familiarity with the latest technologies and trends in the field; involvement in research and publication; a strong customer service orientation; an ability to manage multiple priorities and meet deadlines in an organization undergoing substantial change; skills in recognizing talent, ability, and experience and in mobilizing diverse constituent team members into an energetic, cohesive, and

productive whole; and a willingness to take risks in approaching solutions. **Required:** Required: MLS from an ALA-accredited institution, or subject masters degree in the arts or humanities plus equivalent related library experience; at least five years experience in an academic or research library, with progressive responsibility and supervisory experience; experience in team-based research or library environments; demonstrated ability to work closely with faculty and students in support of their research and instructional needs; excellent oral and written communication skills. **Desirable:** Advanced degree in the arts or humanities (in addition to the MLS). Experience with library acquisition approval plans and with building digital and electronic resource collections. Knowledge of applying current information retrieval and reference support technologies to library services. Familiarity with developing university information literacy programs.

Salary, Rank & Benefits: Librarian II or III; target hiring range \$60,000 to \$75,000; appointment rank and salary commensurate with experience and qualifications. This position is full-time on a 12-month contract. The excellent benefits package includes a choice of university sponsored retirement programs, 22 paid vacation days per year, a choice of medical and dental plans, and tuition assistance (for employees and dependents). Librarians at USC have faculty status, with the option for appointment on either the Continuing Appointment track or the renewable Contract Status track. Appointment to the Continuing Appointment track requires the potential to meet the University's requirements for the granting of continuing appointment, which in turn requires demonstrated excellence in librarianship, substantive and continuing contributions to the profession and in university and community service. Appointment to the renewable Contract Status track requires the potential to demonstrate excellence in librarianship and effectiveness in meeting contract standards and provisions.

Deadline: Closing date for applications is July 9, 2004.

Application: Applications submitted via electronic mail are preferred. Candidates should submit a letter of application, full resume (including telephone and e-mail address), and the names, addresses, telephone numbers, and e-mail addresses of six references to:

Nannette Edelman (edelman@usc.edu)
Coordinator Search Committee #220B DML-316, MC-0183
Information Services Division
University of Southern California
Los Angeles, CA 90089-0183

For more information about this position, contact Kevin Mulroy at mulroy@usc.edu. USC is an EO/AA Employer

ALL MEDIA GUIDE, Ann Arbor, Michigan, is looking for an **Assistant Editor in the Classical Music Department**.

General Information: All Media Guide is the world's largest and most comprehensive entertainment information resource for music, movies and games.

Responsibilities: All Media Guide is seeking an Assistant Editor in the Classical Music Department. Duties include data cleaning and processing; writing and editing; print and website content development. The successful candidate will have a comprehensive background in classical music, be familiar with office computer applications, and possess excellent writing and editing skills. Relational database experience is a plus.

Application: AMG is an Equal Opportunity Employer and offers competitive salaries and benefits. Please email resumes with cover letters and salary requirements to the Human Resources department: employment@allmusic.com, or fax to (734) 827-2493.

INFOCURRENT.COM, Washington, DC, is looking for a **Music Librarian** for a national library.

General Information: Our client, a national library, is looking for a candidate to serve as Music Librarian for a temporary appointment, starting early May, in the DC Area.

Responsibilities: Conducting reference services, a broad knowledge of music and music literature at a bachelor degree level, familiarity with foreign language theme catalog and print reference, a knowledge of basic music reference tools and the knowledge or ability to learn to use music notation software.

Qualifications: The qualified candidate will have a Bachelor's degree or equivalent in music, an MLS, public service experience, and experience in coordinating the work of others.

Deadline: May 20, 2004

Application: Qualified candidates may send resumes to Nona Martin at nona.martin@infocurrent.com for immediate consideration.

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for **Librarians for the Performing Arts Processing Project**.

General information: The New York Public Library has several opportunities for Librarians/Catalogers to join a team whose goal is to make accessible to the public a unique collection of performing arts materials. We are in the midst of The Performing Arts Processing Project, a multi-year endeavor to process, catalog and provide finding aids for archival and media collections.

Responsibilities: As a Librarian/Cataloger, you will apply your education, knowledge and experience to catalog commercial and non-commercial sound recordings, finding aids and unprocessed audiovisual materials.

Qualifications: To qualify you must have an ALA accredited Master's degree in Library and Information Studies; an undergraduate degree in a performing arts field preferred; professional experience in cataloging non-book formats; knowledge of AACR2, MARC formats and LC cataloging policies and practices; and an ability to pay attention to detail and show good judgment and initiative.

Application: For full job descriptions, please visit www.nypl.org. We are looking to fill the following positions:

Librarian II (or Librarian I on a training basis): The Research Libraries/Technical Services/Performing Arts Processing Project (Recorded Sound) -- job code: LSAL-L2TWP

Librarian II (or Librarian I on a training basis): The Research Libraries/Technical Services/Performing Arts Processing Project -- job code: LSAL-L2FWP

To apply, please send resume and cover letter, referring to the appropriate job code.

Email: lsresumes@nypl.org

Mail:

The New York Public Library
HR Dept Job Code: LSML-L2MUS
188 Madison Ave 5th Floor

New York, NY 10016

Fax: 212-592-7327

Only those candidates selected for further consideration will be contacted. An Equal Opportunity Employer

SETON HALL UNIVERSITY, South Orange, New Jersey, is looking for a **Catalog Librarian**.

Responsibilities: Does copycat and original cataloging for Main collection of Walsh Library, the Seminary Library, and Special Collections. Assists in supervision of unionized staff. Liaisons with departmental teaching faculty on special cataloging assignments. Provides some reference service, bibliographic instruction, and other duties as required.

Qualifications: MLS or equivalent from an ALA accredited program and an additional advanced degree required for tenure. At least one year cataloging experience preferred. Familiarity with an integrated library system, OCLC or RLIN, AACR2, and MARC formats. Knowledge of cataloging multi-media formats-music CDs, DVDs, educational kits, electronic resources. Ability to do foreign language cataloging or a reading knowledge of foreign languages a plus. Excellent communication and interpersonal skills. Applicants must possess an understanding of and willingness to support the Seton Hall University Catholic Mission.

Salary, Rank & Benefits: Librarians at Seton Hall have Faculty status and rank and 12-month appointments with 20 vacation days. Schedule is 35 hours weekly, including some weekend and evening hours. Salary and benefits are competitive. Positions are subject to budgetary approval.

Deadline: Review of applications will begin immediately and continue until positions are filled. Position available September 1, 2004.

Application: Interested candidates should send letter of intent, curriculum vitae, and names of 3 references, to:

University Libraries, Seton Hall University

Job Code: F-04042640

400 South Orange Avenue

South Orange, New Jersey 07079

UNIVERSITY at ALBANY (State University of New York), Albany, New York, is looking for a **Music Department Librarian/Instructional Support Associate**.

Responsibilities: The Department of Music at the University at Albany is seeking a part-time librarian to maintain and supervise the Music Library's reference books, periodicals, scores, sound recordings, listening equipment, computers, and other media; to acquisition and catalogue new materials; and to re-catalogue presently held materials as necessary.

Qualifications: Applicants should have a demonstrated ability to work with diverse groups of people, supervisory ability, knowledge of the literature and materials of music, and a minimum of one-year experience with CD-ROM, music software and on-line applications. A Bachelor of Arts is required; a Master of Library Science is preferred. The position is for 10 months at 25 hours per week.

Deadline: Review of applications will continue until the position is filled.

Application: Applicants should submit a letter of application, a CV and have three reference letters sent to:

Professor K. Drew Hartzell

Department of Music, PAC 310
University at Albany
Albany, NY 12222

Position contingent upon final budget approval. The University at Albany is an EO/AA/IRCA/ADA employer.

The MANHATTAN SCHOOL OF MUSIC, New York, New York, is looking for a **Performance Librarian**.

Responsibilities: Primary responsibilities include the acquisition and preparation of performance materials for all large ensemble performances and readings; coordinate the distribution and collection of these materials within the various ensembles; and manage one part-time assistant and 4-5 student workers to help facilitate these duties. Further responsibilities include: research repertoire and proofread performance programs; manage acquisition, rental and supplies budget; catalogue and organize new acquisitions; hiring and supervision of library assistants; supervise library matters in rehearsals and concerts.

Requirements: Candidate must have previous orchestra library experience and must be able to work effectively in an academic institution. He/She must also have excellent organizational abilities, be extremely self-motivated, work well under a substantial workload, and interact in a professional manner with faculty, staff, students and internationally renowned guest artists. A proven ability to manage an office including its staff, resources and equipment is necessary for the qualified candidate.

Benefits: Health benefits, vacation, etc.

Deadline: June 15, 2004

Application: Please submit letter of interest, curriculum vitae and contact information for at least three employment references. This information is to be directed to:

David Geber, Associate Dean of Performance
Manhattan School of Music
120 Claremont Avenue
New York, NY 10027
Phone: (212) 749.2802

Electronic submissions preferable to: dgeber@msmny.edu

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Library Technical Assistant III for the Performing Arts/Circulating Collections/Recorded Sound and Moving Image Collection**.

Description: Under the general supervision of the Librarian, assists in collection development and maintenance of non-print collections (CD's, videotapes, DVD's). Provides reference service to the public in printed music and music recordings. Processes non-print materials as assigned. Presents instructional classes on technology to the public as needed. Performs related duties as required.

Requirements: Undergraduate degree in music or an equivalent combination of education and work experience with music. Demonstrated ability to read music and knowledge of music literature. Knowledge of word processing, databases and internet search strategies. Strong communication and organizational skills. Demonstrated reliability, flexibility and the ability to work well in a fast paced environment. Working knowledge of one European language preferred.

Application: Please send cover letter and resume to lsresumes@nypl.org. When emailing, please refer to job code: LS-T3MREC in the subject line.

Mail:

The New York Public Library
HR Dept, Code LS-T3MREC
188 Madison Ave 5th Floor
New York, NY 10016
Fax: 212-592-7327

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Specialist II for The Research Libraries/Technical Services/Performing Arts Processing Project.**

Description: The New York Public Library for the Performing Arts is in the midst of a 7-year project to process, catalog and provide finding aids for many of its archival and media collections. Types of materials we will process include sound recordings in many formats, photographs, negatives, slides, musical scores, film, videos, manuscripts, correspondence, set and costume designs. Under the supervision of the Librarian III, arranges and describes unprocessed dance, music, theatre or recorded sound collections held by The Library for the Performing Arts, including the organization of materials, the re-housing and other basic preservation measures, and the preparation of finding aids in accordance with local and national standards. Proofreads records; writes scope, historical and series notes for finding aids; prepares EAD finding aids. Trains, plans and oversees the work of library technical assistants. Performs related duties as required.

Requirements: ALA accredited Master's degree in Library and Information Studies or an equivalent Master's degree in a performance art, archival studies or related field. Demonstrated ability to apply standard archival techniques in the appraisal, arrangement and description of archival records. Successfully demonstrated ability to work in a computer environment. Demonstrated experience with basic software applications including Microsoft Word and Excel. Demonstrated experience in handling and processing archival and/or photographic materials. Excellent organizational skills. Excellent verbal and written communication skills. Demonstrated initiative, accuracy, attention to detail, judgment and ability to work independently and collaboratively in a team environment. Knowledge of EAD standards and encoding preferred. Knowledge of performing arts reference materials preferred. Supervisory and training experience preferred.

Application: Please send cover letter and resume to lsresumes@nypl.org. When emailing, please refer to job code: LS-S2RWP in the subject line.

Mail:

The New York Public Library
HR Dept, Code LS-S2RWP
188 Madison Ave 5th Floor
New York, NY 10016
Fax: 212-592-7327

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Specialist II (or Specialist I on a training basis) (hourly) (temporary through November 30, 2004) for The New York Public Library for the Performing Arts/Billy Rose Theatre Collection.**

Description: Under supervision of the Librarian III, processes the Katharine Cornell Papers, including arrangement and description of the Papers and writing and encoding the finding aid. Performs research as necessary and carries out non-technical preservation treatments. Performs additional tasks as assigned.

Requirements: ALA accredited Master's degree in Library and Information Studies, or equivalent Master's in Theater or Archival Studies, with formal training and/or extensive experience in processing archival collections. Degree or background in performing arts preferred. Demonstrated experience in cataloging using library utilities such as OCLC and RLIN. Knowledge of traditional office software applications, including Microsoft Word and Excel. Successfully demonstrated knowledge of Encoded Archival Description encoding standards. Demonstrated ability to organize large amounts of archival materials and maintain workflow. Demonstrated initiative and the ability to work with minimal supervision and harmoniously with colleagues. Knowledge of database programs preferred. Demonstrated cataloging experience in MARC AMC preferred.

Application: Please send cover letter and resume to lsresumes@nypl.org. When emailing, please refer to job code: LS-S2THE in the subject line.

Mail:

The New York Public Library
HR Dept, Code LS-S2THE
188 Madison Ave 5th Floor
New York, NY 10016
Fax: 212-592-7327

The QUEENS BOROUGH PUBLIC LIBRARY, Jamaica, New York, is looking for a **Cataloger.**

Responsibilities: Produces original and complex copy cataloging in various media and languages. Ability to comprehend musical notation required. Ability to comprehend one international language spoken in Queens County preferable. Has responsibilities in the areas of catalog maintenance and authority control. Trains staff members. Performs other duties as required.

Qualifications: Requires an ALA accredited MLS / MLIS degree, with the ability to comprehend musical notation and the ability to work independently or as part of a team. Previous cataloging experience desirable, especially utilizing DRA and/or OCLC. Knowledge of word processing and spreadsheet programs and internet skills required. Successful completion of a musical notation comprehension test to be administered prior to the interview will be required.

Salary & Classification: Librarian / Senior Librarian ; \$33,850 to \$47,154.

Deadline: Open until filled

Application: Send resumes to employment@queenslibrary.org or droberts@queenslibrary.org. An acknowledgement will be made, by letter or phone, to confirm receipt of your application.

The UNIVERSITY OF TEXAS, Austin, Texas, is looking for a **Performance Librarian (Library Assistant II).**

Purpose: Supervise & manage a small, specialized music library in the School of Music, providing reference & ensemble performance support (The School of Music Performance Library is not a part of the UT General Library system & functions as a separate entity).

Essential Functions: Primary responsibilities include the acquisition & preparation of performance materials for all large ensemble and many chamber music performances and readings; coordinate the distribution & collection of materials within the various ensembles. Manage acquisition, rental & supply budgets for the School of Music performance library, often solving difficult acquisitions problems. Provide administrative and clerical support for daily library performance. Supervise and train library staff, ensemble teaching assistants, work-study and student librarians in their respective functions in the Performance Library. Develop procedural policy and standards and establish objectives for the Performance Library with the Associate Director, School of Music. Supervise and assist community library patrons and/or provide reference support for their queries. Other projects as deemed necessary for Performance Library function or improvement, or as directed by the School of Music Administration.

Working Conditions: Exposure to standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity. Lifting and moving. Frequent: Macintosh PC, printer, typewriter, copier, standard office equipment and telephone. Occasional: binding machine and audio/visual equipment. Frequent: exposure to book dust. Occasional: outdoor activity. Continuous: exposure to performance noise from adjoining recital hall and indoor activity.

Qualifications: Required: High school graduation or GED. Four years of experience performing library functions. Two years of experience performing specialized non-professional library functions. (Bachelor's degree in Information Sciences & Systems substitutes for up to four years of the AMOUNT of experience; however, the KIND of experience IS required. Fifteen undergraduate hours substitute for six months of experience, up to the three & one-half years.) **ADDITIONAL QUALIFICATIONS REQUIRED OF ALL APPLICANTS:** Candidate must have previous performance or orchestral library experience and must be able to work effectively in an academic institution. A proven ability to manage an office including its staff, resources and equipment is also necessary. Preferred Qualifications: Proficiency with a MAC computer with relational database applications. Ability to read musical scores and some performance experience. Ability to read or understand a foreign language (German, French, Italian, Latin, etc.) Knowledge of the various classifications of ensembles. Good interpersonal communication skills and the willingness to accept supervision. Must have excellent organizational abilities, be extremely self-motivated, work well under a substantial workload, and interact in a professional manner with faculty, staff and students.

Salary, Rank, and General Information: \$1916 monthly salary negotiable depending on qualifications. 40 hours per week from 8:00 A.M. to 5:00 P.M.

Deadline: Available immediately

Application: Apply online at utdirect.utexas.edu/pnjobs/.

WAKE FOREST UNIVERSITY, Winston-Salem, North Carolina, is looking for a **Reference Librarian-Arts**. **Position Summary:** Working independently, serves as the library's liaison and subject specialist for the arts in the undergraduate College and the Graduate School of Arts and Sciences. Selects materials in arts disciplines including studio art, art history, theatre and dance for the library collection. Provides user instruction for students, faculty and University community. Teaches credit-bearing information literacy course, and prepares related instructional materials. Provides reference services, research assistance, and library instruction in the arts and other disciplines served by the library. Shares reference desk and virtual reference responsibilities with 6 other professionals, including evening and weekend rotation. Participates in outreach, marketing, assessment and other library initiatives. Conducts computer training

and orientation for students and faculty. Member of the Z. Smith Reynolds Library Information Services Team.

Essential Functions: Serves as library's liaison with faculty of arts disciplines. Works with faculty in collection development and deselection. Regularly communicates with faculty about library's resources and services. Selects library materials to support studio art, art history, theatre and dance. Contributes to assessment of electronic resources in all disciplines. Provides user instruction for groups and individual students and faculty, including teaching a one credit Information Literacy course; develops appropriate instructional materials. Provides reference and research assistance using resources in traditional and electronic formats in all disciplines served by the library. Shares reference desk and virtual reference responsibility with 6 other professionals, including evening and weekend rotation. Contributes to development of new services to meet user needs. Participates in outreach, marketing, assessment and other library initiatives. Conducts computer training and orientation for students and faculty. Serves on library and University committees. Demonstrates commitment to continual professional development and participates in professional associations. Performs other related duties as assigned.

Qualifications: Bachelor's degree in art history or theatre history and Master's degree in Library Science from an ALA accredited program, or an equivalent combination of education and experience. Master's degree in one of the arts disciplines and academic library experience with strong art history emphasis preferred.

Salary, Rank, and General Information: Full-Time Staff position on the Reynolda Campus. \$35,000 - \$40,000, 12 months, 37.5 hours per week. Hours are variable.

Deadline: Position is available July 1, 2004. Review of applications begins immediately and will continue until filled.

Application: Apply online at www.wfu.edu/hr/careers under "Staff Positions."

WESTERN CAROLINA UNIVERSITY, Cullowhee, North Carolina, is looking for a **Reference Librarian/Visual and Performing Arts Liaison**.

Responsibilities: Hunter Library seeks an energetic and knowledgeable reference librarian to join its collegial, service-oriented staff. Collaboration and communication with the students and faculty in the Visual and Performing Arts are important aspects of this position, which involves specialized reference and instruction, the creation of instructional materials, collection development, and outreach. Visual and Performing Arts programs at Western Carolina University include, among others, Art, Music, and Communications, Theater Arts and Dance. This librarian will participate in the full range of reference and instructional activities, including evening and weekend service, and reports to the Head of Reference.

Qualifications: Required: ALA-accredited Masters degree in Information or Library Science and one of the following: Academic degree in one of the arts ; Reference experience in a library that supports the arts as one of its areas. Strong commitment to public service; knowledge of reference sources; effective presentation skills; effective written and oral communications skills; experience with standard office software; ability to work collaboratively and independently in a complex, changing environment. Preferred: Reference experience in an academic library, web authoring skills, and teaching experience.

Salary, Rank, & Benefits: Minimum Salary is \$35,000. This is a twelve-month, tenure-track faculty position with 24 days of vacation leave annually. Choice of retirement plans includes Fidelity, Lincoln, TIAA-CREF, VALIC or the North Carolina State retirement system.

Deadline: Review of applications will begin immediately and continue until position is filled. Position available July 1, 2004.

Application: Please submit letter of application, resume, and names and telephone numbers of three references to: Reference Librarian Search Committee, [Hunter Library](#), Western Carolina University, Cullowhee, NC 28723.

The JULLIARD SCHOOL, New York, New York, is looking for an **Assistant Orchestra Librarian**.

Responsibilities: Assists the Orchestra Librarian in the following: Researching information regarding programming as requested ; Procuring music for ensemble concerts and classes ; Supervising preparation of parts including marking bowings, cuts, and edits as requested by conductors ; Providing materials for rep classes ; Supporting ensembles and conductors at rehearsals and concerts ; Supervising work-study students ; Administering check-out and return of woodwind and brass instrument collection ; Serves as head librarian for the Pre-College Division ensembles, providing music for the three orchestras that rehearse on Saturdays during the academic year.

Qualifications: Bachelor's Degree in music (preferably in performance). At least one year working in an orchestra/performance library. Basic computer skills. Ability to follow specific and detailed instructions. Self-motivated, with good people skills. Ability to work under extreme pressure and meet strict deadlines. Experience working with conductors and composers helpful. Opera or ballet experience helpful. Knowledge of computer music notation programs (such as Finale or Sibelius) helpful.

Application: To apply, please send your résumé and a cover letter to:

Department of Human Resources
The Juilliard School
60 Lincoln Center Plaza
New York, NY 10023-6588
Fax: (212) 787-9722
E-mail: jobs@juilliard.edu

In your letter, be sure to indicate the specific position for which you are applying. No phone calls, please. You will receive an acknowledgement when we receive your résumé. If your background and experience are appropriate to the position, you will be contacted directly.

LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, California, is looking for a **Cataloging Librarian**.

Responsibilities: Cataloging library materials in all formats in a national database, adapting copy from other institutions and contributing original records as necessary. Assume primary responsibility for cataloging and organization of serials, electronic resources, print music, and maps. Supervise Cataloging Dept. in absence of Head Cataloging Librarian.

Qualifications: Master's degree in Library Science from a program accredited by the American Library Association, coupled with 3+ years cataloging experience including 1 year in a professional capacity. Knowledge of machine-readable cataloging formats, Anglo American cataloging rules, Library of Congress classification and subject headings is a must, as is familiarity with OCLC or other national bibliographic databases and with INNOPAC or other integrated on-line library systems.

Salary & Benefits: Annual salary range \$45,000-\$50,000; 22 days vacation; 12 days sick leave; 16 holidays; excellent benefits. See <http://www.lmu.edu/hr/bulletin/jd04177.htm> for more info.

Deadline: Open until filled.

Application: Refer to job #04-177. Please send resume with cover letter to:

Human Resources
University Hall
One LMU Drive
Suite 1900
Los Angeles, CA 90045-2659
or E-mail: jobs@lmu.edu
or Fax: (310) 338-7711

NATIONAL PUBLIC RADIO is looking for a **Library Intern**.

General Information: NPR offers internships at its national headquarters in Washington, DC and at our NPR West office in Los Angeles, CA. The internship program is designed to provide students and recent graduates with an opportunity to learn about broadcasting and the supporting areas of NPR.

Responsibilities: NPR has four libraries - News, Program, Music, and Spoken Word. The News Library does background research for reporters, editors, and producers. They use commercial on-line databases, clipping files, and an excellent reference book collection. The Program Library indexes and catalogs NPR programming. The Music Library indexes and catalogs NPR music programming and commercial recordings. The Spoken Word Library indexes and catalogs historical sound acquired for use in NPR programming. The Intern has a choice of working in one library or splitting his/her time between two libraries. There is an opportunity to work on the libraries' web page and maintain the list of useful links. Candidates must be a library school student who is interested in a career in News Libraries or sound cataloging.

Eligibility Requirements: A candidate must be a graduate student; an undergraduate student; or have graduated from college within twelve months of beginning the internship.

Deadline: For the fall program, applications are due by July 15; and for the winter/spring program, applications are due by November 15.

Application: Candidates must complete an [application form](#) and submit it with a cover letter and resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed. Mail or fax applications to:

National Public Radio
Human Resources Department
635 Massachusetts Avenue, NW
Washington, DC 20001
Fax: (202) 513-3047

Please direct your questions and concerns to internship@npr.org.

The OMAHA SYMPHONY, Omaha, Nebraska, is looking for a **Music Librarian**.

Responsibilities: The Omaha Symphony is seeking a full-time Music Librarian (staff, non-union), responsible for the smooth operation of the orchestra's music-related activities. Orders and prepares music for concerts, maintains music library scores and parts, provides documents for planning and

budgeting, maintains library and programming databases, maintains orchestra's archives, researches music sources.

Requirements: Degree in music and experience in music librarianship preferred. Thorough knowledge of orchestras and repertoire required. Detail-oriented, working knowledge of databases, good computer skills (Word, Excel, Access, Finale), knowledge of music sources, good project planning skills (setting deadlines, creating and monitoring budgets) are required.

Salary & Benefits: Commensurate with skills and experience. Health, Dental, matching 403b contributions, parking, paid vacation, more.

Start date: Middle to end of July 2004.

Application: Contact Jennifer Barlament, General Manager, at:

1605 Howard Street

Omaha, NE 68102

jbarlament@omahasymphony.org

DUQUESNE UNIVERSITY, Pittsburgh, Pennsylvania, is looking for a **Music Librarian (part-time)**.

Nature of Work: This position has been created to further develop a music Center within the Gumberg Library. Reporting to the Director of Library Public Relations and Development, the Music Librarian will participate in music collection development and service functions as the primary liaison to the Mary Pappert School of Music. Work schedule is flexible; up to a total of 21 hours per week.

Illustrative Examples of Work: 1. Promotes use of music resources in collaboration with School of Music faculty; 2. Assists in music collection development of all formats and gifts to meet the needs of users (both present and future); 3. Provides initiative for a music collection development plan in line with NASM standards; 4. Provides guidance on the materials, services, and information to which users have access; 5. Instructs individuals and/or groups in using music reference tools and conducting research; 6. Collaborates with Technical Services staff to establish best practices in the acquisitions, cataloging, housing and preservation of music materials; 7. Develops instructional and promotional resources; 8. Represents Gumberg Library at music related events, conferences and workshops. The above statements are intended to describe the general nature and level of the work being performed by people assigned this job. They are not exhaustive lists of all duties and responsibilities, knowledge, skills, abilities, physical job demands and working conditions associated with the job.

Requirements: The successful candidate will have earned a Bachelor's degree in music and an MLS degree from an ALA-accredited institution. A second Master's degree in music is preferred along with knowledge of music history, published literature in the field, standard performance repertoire, musical styles and genres, or any equivalent combination of experience and training, which provides the knowledge, skills and abilities required to perform the essential job functions. This includes, but is not limited to, the following: knowledge of music reference materials in print and electronic format; an in-depth understanding of searching techniques for music formats in online catalogs; knowledge of care and handling of music formats; demonstrated knowledge of music cataloging and classification; demonstrated proficiency with computer applications, including experience with electronic information resources; knowledge of music copyright law and technological advances in the music industry; reading knowledge of European languages; excellent written and verbal communication skills; commitment to excellence in all areas of service; ability to work collaboratively in a team-based environment; participation in professional music community; ability to understand and willingness to support the University Mission Statement; and the ability to establish and maintain effective working relationships with the University Community.

Application: Qualified individuals may make application for this position through the

Office of Human Resource Management
Duquesne University
600 Forbes Avenue
Pittsburgh, PA 15282

Duquesne University is an Equal Opportunity Employer.

The LIBRARY OF CONGRESS, Washington, DC, is looking for a **Librarian**.

General Information: This position is located in the Music Section, Network Division, National Library Services for the Blind and Physically Handicapped, 1291 Taylor Street, NW., Washington, DC 20542. The incumbent provides service directly to consumers of the National Library Service for the Blind and Physically Handicapped and serves in the specialized area of special format music scores and books for individuals who are blind or physically handicapped. Services are rendered primarily by correspondence, telephone, or electronic media. Most requests originate from the blind and physically handicapped consumers themselves and from the NLS network libraries serving them.

Responsibilities: Provides guidance to library patrons on how to access information resources, including books, published audio recordings, electronic database information, digital materials, electronic journals, and bibliographic citations. Searches and locates information from a variety of sources and electronic databases. Researches and gathers information from a variety of sources, both automated and in print or other media. Facilitates services to readers, analyzes information, and disseminates it in answer to requests or inquiries from a variety of sources. Develops files, bibliographies, finding aids, and other sources. Develops the reference collection and the general collections, including materials in all formats. Utilizes acquisition and collection development procedures, policies, and responsibilities and regularly reports on collection development trends and activities. Performs various writing and editing duties for a variety of documents and reports. Maintains liaison or communicates with library patrons, supervisors, library staff, other national libraries, library and information networks, information centers, experts in government agencies, associations, the private sector, and/or research groups. Motivates clientele to fully utilize programs and services. Performs duties related to the preservation of library materials, including identifying individual items and categories of materials for preservation, and recommending retention or de-selection of materials.

Evaluation of Training and Experience: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Ability to communicate effectively other than in writing. Knowledge of the principles, concepts, and techniques of library science. Knowledge of the subject area of music within a library's collection. Ability to provide consultation or liaison duties. Ability to perform writing and editing duties.

Salary, Rank & Benefits: Librarian, GS-1410-09. Promotion Potential: 12. Salary: \$41,815.00 - \$54,360.00. The incumbent of this position will work a flextime work schedule. Relocation expenses are not authorized for the persons selected under this vacancy announcement.

Deadline: August 23, 2004

Application: To be considered for this vacancy, applicants may apply online at www.loc.gov or submit a completed applicant job kit. Online applicants must complete all mandatory sections of the online application form. In order to use the online application system, applicants must use a computer that is equipped with either Netscape 4.7 or Internet Explorer 5.0, or higher. Attempting to complete the

online application with an incompatible browser could result in the inability to submit a complete application. Job kit applicants must submit a completed application using the job kit scannable form AND an OF-612 or a Federal Style résumé. A facsimile of the scannable form cannot be accepted nor will hard copy applications be accepted without a completed scannable form. You can request a copy of the job kit, which includes the scannable form, by contacting the Library of Congress Employment Office at the address below. If you experience technical difficulties with the online system or need any additional information, please contact a Human Resources Assistant at the number listed below or at jobhelp@loc.gov.

Library of Congress Employment Office
101 Independence Avenue, SE, LM-107
Washington, D.C., 20540-2700
(202) 707-5627

Please be advised that due to security concerns on Capitol Hill, mail delivery from the United States Postal Service is experiencing significant delays. As a result, you are strongly encouraged to apply online. If you choose to submit a hard-copy application, we recommend that you send it via Fed-Ex or United Parcel Service (UPS) and that you allow at least 72 hours for delivery, even for overnight packages. You also have the option of hand delivery of your application, Monday through Friday, from 8:30 a.m. until 4:30 p.m., to the Library of Congress Employment Office.

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Librarian II (or Librarian I on a training basis) for the New York Public Library for the Performing Arts/Circulating Collection/Music Circulating Collection.**

Responsibilities: Under the general supervision of the Supervising Music Librarian, assists with the development and maintenance of the large and highly specialized music scores and periodicals collections. Provides reference service to the public at both the Music and Recorded Sound and Moving Image reference desks. Manages and indexes the Song Index, an inhouse database of music scores and popular songs. Is trained for and may be called upon to provide service for the Circulating Orchestra Collection. Supervises and trains paraprofessional and clerical staff in processing duties, including preparation of materials for bindery. Prepares bibliographies and other tools to assist patrons using the collection. Serves on library-wide committees and conducts tours for specialized classes and professional group visits. Participates in developing classes offered to the public in the Technology Training Center. In absence of higher-ranking staff, assumes responsibilities for in-charge functions. Performs related duties as required.

Qualifications: ALA accredited Master's degree in Library and Information Studies. Undergraduate degree in music or the equivalent in substantial academic background and in-depth work with music material. Successfully demonstrated professional experience required to be considered at the Librarian II level. Demonstrated ability to read music. Successfully demonstrated public service skills, including the ability to work tactfully and effectively with staff and a demanding, specialized public with varying levels of subject knowledge in a fast-paced environment. Successfully demonstrated computer skills, including Microsoft Office, database management, and Internet search strategies. Knowledge of one European language preferred.

Deadline: Open until filled.

Application: To apply, send cover letter and résumé, and refer to job code LSML-L2MYM:

The New York Public Library
HR Dept, Job Code LSML-L2MYM
188 Madison Avenue, 5th Floor
New York, NY 10016

Email: lsresumes@nypl.org
Fax: 212-592-7327

An Equal Opportunity Employer

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Librarian II (or Librarian I on a training basis) for the New York Public Library for the Performing Arts/Rodgers and Hammerstein Archives of Recorded Sound.**

Responsibilities: Under the general supervision of the Librarian III/Cataloger, catalogs and processes archival collections of non-commercial sound recordings. Catalogs collections in RLIN AMC files and item level records in CATNYP. Updates preservation and access copy information. Encodes collections in EAD format. Works closely with digital library staff to produce online finding aids and to create hotlinks. Performs public service duties at the reference desk, by responding to telephone, email, regular mail and fax inquiries. Advises sound preservation staff on bibliographic documentation requirements. Represents division on NYPL committees dealing with archival processing. May supervise one data entry/processing assistant. Performs related duties as required.

Qualifications: ALA-accredited Master's degree in Information and Library Studies. Undergraduate or graduate degree in music or substantial relevant experience in music or the performing arts. Successfully demonstrated professional experience required to be considered at the Librarian II level. Successfully demonstrated experience cataloging sound recordings or music materials into a bibliographic utility using the MARC format. Demonstrated ability to read bibliographic citation in at least two foreign languages, preferably a romance language and German. Demonstrated communication and interpersonal skills, including the ability to deal tactfully and effectively with staff and the public and to work independently with minimal supervision. Experience with archival processing and utilizing RLIN preferred. Experience revising catalog records. Working knowledge of Standardized General Markup Language (SGML) and Encoded Archival Description (EAD) preferred. Experience working with metadata schema such as Dublin Core preferred. Public service and supervisory experience preferred. Knowledge of sound recording history and technology preferred.

Deadline: Open until filled.

Application: To apply, send cover letter and résumé, and refer to job code LSL-L2RHA:

The New York Public Library
HR Dept, Job Code LSL-L2RHA
188 Madison Avenue, 5th Floor
New York, NY 10016
Email: lsresumes@nypl.org
Fax: 212-592-7327
An Equal Opportunity Employer

The UNIVERSITY OF SOUTH CAROLINA, Columbia, South Carolina, is looking for a **Music Cataloger**.

General Information: The University of South Carolina enrolls approximately 17,000 undergraduate students and 8,000 graduate students on the Columbia campus. The Thomas Cooper Library owns in excess of 2.5 million volumes, 3.7 million microforms, and provides access to a wide variety of databases via the Internet. The Library is a member of SOLINET, OCLC, the Association of Research Libraries, and the Center for Research Libraries. The School of Music, in which the Music Library is located, offers two undergraduate and five graduate degrees with majors in composition, conducting, jazz studies, music education, music history, music theory, opera theater, performance, and piano pedagogy. The Music Library's collection contains over 90,000 books and scores, over 60,000 recordings in all formats, 400 videos and DVDs, and a variety of other resources including electronic indexes and journals, microforms, and special collections. The Music Library is also home to the [Center for Southern African-American Music](#).

Responsibilities: Responsible for the cataloging and classification of music scores, sound recordings, and special collection materials using AACR2r, LCSH, OCLC, and the NOTIS automated system. Provides original cataloging and edits cataloging copy, including authority work for all headings used. Performs database maintenance for music materials. Trains and supervises paraprofessionals and interns cataloging music materials. Supervises data entry for digital initiatives including the [Digital Sheet Music Project](#). Assists in general training and supervision of staff. May provide some reference service. Occasional special projects as assigned. Collaboration with staff from other departments and service on various library and university committees as required. The Music Cataloger is one of five full-time positions and is located in a branch music library. Reports to the Head Music Librarian. For information about the Music Library, visit www.sc.edu/library/music/music.html

Qualifications: Required: ALA-accredited MLS; experience cataloging music scores and/or sound recordings using AACR2r and the MARC formats; strong music background as demonstrated by an undergraduate degree in music or the equivalent in experience; organizational ability; proficiency in oral and written communication. Demonstrated human relations skills and successful interaction with library patrons and staff essential. Preferred: Graduate degree in music; reading knowledge of foreign languages; NACO experience; familiarity with metadata schema.

Salary, Rank & Benefits: \$34,000 minimum. Twelve-month, tenure-track position with faculty status. Schedule is 37.5 hours weekly. Competitive benefits, including vacation and sick leave, medical/dental/life insurance plans, and tuition remission. Choice of retirement plans.

Deadline: Review of applications will begin on September 7, 2004 and will continue until filled.

Application: Interested candidates should send letter of application, curriculum vitae, and names, addresses, and phone numbers of four references to:

Jennifer Ottervik
Chair, Music Cataloger Search Committee
USC School of Music Library
813 Assembly St.
Columbia, SC 29208
E-mail: ottervikj@gwm.sc.edu

The University of South Carolina is an affirmative action/equal opportunity employer.

The UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California, is looking for a **Music Librarian**.

Position Summary: The Information Services Division (ISD) at the University of Southern California (USC) is seeking an experienced, energetic, and innovative Music Librarian. The successful candidate will join the Arts and Humanities Interdisciplinary Team and work collaboratively with other librarians to provide resources and services for the University. The Music Librarian supports the Information Services Division's strategic goal of providing seamless access to customer-driven collections, fostering information literacy, preserving intellectual resources, and building a hybrid library of electronic and print materials.

General Information: Founded in 1879, USC is an international center of learning, enrolling more than 30,000 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School and 16 professional schools. It ranks in the top 10 among private research universities in the United States in federally funded research and in voluntary support. USC is one of only four private research universities in the western United States elected to membership in the Association of American Universities, a group that represents the top one percent of the nation's accredited universities and which accounts for nearly two-thirds of all federally sponsored research. This is an exciting time to come to the university. USC recently completed its "Building on Excellence" campaign, the most successful fundraising effort in the history of higher education in the United States. The campaign totaled in excess of \$2.85 billion, leading to 125 new endowed chairs and professorships and 25 new and expanded research institutes or centers. Several other new initiatives serve to enhance USC's academic and research mission. The College of Letters, Arts, and Sciences is hiring 100 new senior faculty—outstanding professors from around the world—who will boost the College's faculty by 25%. In addition, the Provost has instigated a \$100 million campaign to support and improve graduate education at USC.

INFORMATION SERVICES DIVISION: The University Libraries are an integral part of USC's ISD, a unified organization with the explicit goal of providing the highest quality and fully integrated research, computer, and telephone services. To accomplish its goal, ISD is structured into three primary components: Resources and Services (the University Libraries), Information Infrastructure Core, and the Center for Scholarly Technology, with central support units in Administrative Services, Operations, and Advancement. USC's libraries house, in Doheny Memorial Library and twelve specialized subject libraries, collections of more than 3,000,000 volumes, over 5,000,000 microforms, 3,000,000 photographs, and nearly 44,000 linear feet of manuscripts and archives, and they subscribe to over 120 electronic databases and more than 14,000 journals in print and electronic formats. Annual reference transactions number close to 50,000, with approximately 1,100 instructional presentations being made each year to 16,000 participants. To support USC's exciting new initiatives, ISD recently completed an extensive teaching faculty-led strategic planning process that resulted in the division's adoption of "Six Information Pathways to Excellence." Information on ISD's strategic plan can be found at: <http://www.usc.edu/isd/strategicplan/>. Five new teams—Arts and Humanities, Social Sciences, Science and Engineering, Undergraduate Learning, and Manuscripts, Archives, Rare Books, and Languages (MARBL)—have been formed. The teams support and further the first Information Pathway, which calls for providing "Seamless Access to a Customer-Driven Collection of Print and Electronic Resources," and the second, which looks to establish "Interdisciplinary Centers for Educational and Research Excellence" within the university libraries. The new teams are engaged in collection development, reference and research services, instruction, and faculty and student outreach. They operate within a matrix organization functioning throughout the university libraries and support four interdisciplinary centers: Arts and Humanities and Graduate Research, based in the Doheny Memorial Library; Urban, Public, and International Affairs (UPIA), based in the Von Kleinsmid Center Library; Science and Engineering, based in the Science and Engineering Library; and the Undergraduate Center, based in the Thomas and Dorothy Leavey Library. These centers serve as hubs, supported by smaller

library units and information centers in the disciplines they encompass. Information on each of USC's libraries is available at: http://www.usc.edu/academics/libraries_computing/library_list/. USC is a member of the Association of Research Libraries, the Center for Research Libraries, the Digital Library Federation, the Statewide California Electronic Library Consortium and the Greater Western Library Alliance. Additional information about the University of Southern California and the Information Services Division can be obtained at <http://www.usc.edu/> and <http://www.usc.edu/isd/>.

Music Library: The Music Library is part of the Arts & Humanities and Graduate Research Interdisciplinary Center, which includes the Doheny Memorial, Philosophy, Architecture & Fine Arts, and Cinema-Television libraries. Located within the Doheny Memorial Library, the Music Library contains approximately 20,000 books and serials on music; 60,000 music scores including collected works of individual composers, critical editions, and historical collections; 25,000 sound recordings in compact disc and LP format; numerous electronic books, journals, and databases including Répertoire international de littérature musicale (RILM), Répertoire international de la presse musicale (RIPM), Répertoire international des sources musicale (RISM), New Grove's Dictionary Online, and Classical.com; and hundreds of videos in DVD, video cassette, and laser disk format. The Music Library also maintains materials in other USC libraries, and curates an archival collection in an off-site facility. The research and performance needs of the Flora L. Thornton School of Music's academic, instrumental, and ensemble programs are directly supported by the Music Library's holdings. The diversity of the academic and performance needs of Thornton School of Music students and faculty require proactive and continual advocacy by the Music Librarian. In addition, the Music Librarian meets and communicates regularly with the Thornton Library Committee, the school's Associate Dean for New Initiatives, and the Assistant Dean of External Relations. Music Library day-to-day operations are overseen by the library manager who reports to the Interdisciplinary Center Chair. The Interdisciplinary Team environment allows the Music Librarian to concentrate on providing service and developing the intellectual content of the music collection within the overall context of the art and humanities.

Responsibilities: The Music Librarian reports to the Arts & Humanities Interdisciplinary Team Leader. S/he also will interact extensively with other Arts & Humanities team members, other team leaders, and with Reference, Instruction, and Collection Development Coordinators in order to expand resources and services cross functionally. Core responsibilities and duties include outreach to students, faculty and staff, providing reference and instruction services, and developing a world-class collection of both electronic and print materials in music. Although many services are provided within the Music Library, the Music Librarian also provides services in other Arts and Humanities libraries, classrooms, and auditoria throughout the university. The Music Librarian is also expected to teach a 2-credit course on research methods for the Department of Music History and Literature. Creative contributions to all forms of library dissemination (such as programming lectures, exhibitions, conferences, and "open-house" events) are also a critical part of the librarian's role. Another responsibility of the position is to collaborate with ISD's Advancement personnel as the music subject expert for fundraising, grant applications, and donor relations. The Music Librarian will actively pursue archival acquisitions, as well as manage current collections, and coordinate music archives with other University special collections. The Music Librarian will be expected to contribute to the intellectual life of the university; to participate in USC, ISD, and library councils, committees, and working groups; and to engage in professional development activities, both internally at USC and outside the University, by attending national and international conferences, becoming an active member of academic and professional societies, and enriching the field of music librarianship through presentations and publications.

Requirements: Required: MLS from an ALA accredited program (or international equivalent) and an MA in music with at least 2 years public services experience in an academic or research library, or an MA in music with 4 years public services experience in an academic or research library; strong customer service orientation; ability to interact effectively with students, faculty, and staff from diverse cultural

backgrounds; experience developing and maintaining a research library collection; ability to manage multiple priorities and meet deadlines in a dynamic environment; familiarity with the latest technology and trends in the field of music librarianship, such as emerging digital audio formats with respect to preservation and access; some experience with library budget management; demonstrated ability to work collaboratively within a team; and excellent oral and written communication skills. **Preferred:** Ph.D. in musicology; significant experience with music performance or composition; reading knowledge of Italian, French, or German; familiarity with music copyright and licensing issues; and experience in project management.

Salary, Rank & Benefits: Librarian II or III; target hiring range \$55,000 to \$65,000, appointment rank and salary commensurate with experience and qualifications. Librarians at USC have faculty status, with the option for appointment on either the Continuing Appointment track or the renewable Contract Status track. Appointment to the Continuing Appointment track requires the potential to meet the University's requirements for the granting of continuing appointment, which requires demonstrated excellence in librarianship, substantive and continuing contributions to the profession, and university and community service. Appointment to the renewable Contract Status track requires the potential to demonstrate excellence in librarianship and effectiveness in meeting contract standards and provisions. The position is full-time on a 12-month contract. Benefits include a choice of university sponsored retirement programs, 22 paid vacation days per year, a choice of medical and dental plans, and tuition assistance.

Deadline: October 22, 2004

Application: Applications submitted via electronic mail are preferred and encouraged. Candidates should submit a letter of application, full résumé (including telephone and e-mail address), and the names, addresses, telephone numbers, and e-mail addresses of 6 references to:

Nannette Edelman (edelman@usc.edu)
Coordinator, Search Committee #226
DML 316, MC 0183
Information Services Division
University of Southern California
Los Angeles, CA 90089-0183

USC is an EO/AA employer

BUCKNELL UNIVERSITY, Lewisburg, Pennsylvania, is looking for a **Project Music Cataloger**.

General Information: Bucknell is a highly selective, predominately undergraduate residential university with strong liberal arts and professional programs. There are approximately 3400 undergraduates and 150 master's degree students. The campus is in a beautiful rural setting adjacent to the Susquehanna River. Harrisburg and State College (home of Penn State University) are about an hour away; New York, Washington D.C., Baltimore, Philadelphia and Pittsburgh are approximately a three to four hours drive. The university supports an active program of cultural events and opportunities for recreation. To learn more about Bucknell University, we invite you to visit our website at <http://www.bucknell.edu>.

Position Description: Bucknell University is seeking a Project Music Cataloger to catalogue a collection of approximately 6,000 musical scores housed in the Music Library. Responsibilities include original and copy cataloging, classification, and authority control of musical scores. Position is currently designed as a casual 6-month appointment with limited benefits (single health care coverage for employee only).

Qualifications: ALA-accredited Master's degree and a degree in music or strong music background are required. Knowledge of AACR2, MARC formats, LCSH, and Library of Congress M classification schedule

is essential. Successfully demonstrated experience using an online bibliographic utility, such as OCLC, and an online local cataloging system is required, and experience with SIRSI is a plus. Ability to follow established procedures and perform work requiring attention to detail and accuracy. Demonstrated ability to prioritize, work independently, and meet appropriate deadlines and production goals.

Application: For maximum consideration, submit a letter, resume and names of three references by September 20, 2004 to:

Kelly Stover
Information Services and Resources
222 Bertrand Library
Bucknell University
Lewisburg, PA 17837

We strongly prefer electronic submission (via Microsoft Word or pdf files), which may be directed to kstover@bucknell.edu. Bucknell encourages applications from women and members of minority groups (EEO/AA).

The CINCINNATI SYMPHONY ORCHESTRA, Cincinnati, Ohio, is looking for an **Assistant Principal Librarian**.

General Description: The Assistant Principal Librarian will report to the Principal Librarian and work with her and the Associate Principal Librarian to provide the day-to-day functioning of the library. He/she will be expected to work closely with the Music Director, conducting staff, musicians, staff, guest artists, and volunteers.

Responsibilities: Assist in the preparation of music for the CSO and CPO rehearsals and performances. Responsibilities include, but are not limited to: editing and proofing, numbering of measures and rehearsal letters, cuts, inserts, page turns, checking bowings, and photocopying. Prepare the music for all educational and opera rehearsals and performances including ordering of rental music and preparing instrumentation sheets. Assemble orchestra folders for concerts and disassemble following the final performance. Return rental materials and catalogue and file CSO and CPO sets. Maintain accurate performance information on catalogue file cards. Assist in OLIS data entry with concert information and performance history. Assist in maintaining the Music Director's guest conducting library. Assist in ordering of library supplies and necessary tools. Work rehearsals and concerts as directed by the Principal Librarian.

Qualifications: It is anticipated the successful candidate will have a degree in music. Prior professional orchestra library experience is desirable. The successful candidate will also be expected to be proficient with details, able to prioritize tasks, efficiently produce neat work, consistently meet deadlines, and able to work independently. Also essential are excellent interpersonal skills, the ability to work in a fast-paced environment, and a commitment to the accomplishment of the responsibilities of the CSO and CPO Libraries. Knowledge of performance practices, publishers, composition, music theory, foreign language music terms, and computer systems is also highly desirable.

Benefits: This is a 52-week entry-level position with full benefits and paid vacation.

Deadline: Position is available early September.

Application: Interested candidates should send a cover letter and résumé with references (no phone calls) to:

Human Resources Coordinator
Cincinnati Symphony Orchestra

1241 Elm Street
Cincinnati, OH 45202
E-mail: hrcoordinator@cincinnati-symphony.org

The Cincinnati Symphony Orchestra is an equal opportunity employer.

NATIONAL PUBLIC RADIO, Washington, D.C., is looking for a **Broadcast Librarian**.

Responsibilities: Catalogs NPR programming and provides sound reference services to NPR staff.

Qualifications: Requires a Master of Library Science or equivalent experience. Knowledge of news, current events, music and popular culture; cataloging experience; ability and willingness to work rotating shifts; ability and willingness to relocate; ability to work quickly and efficiently under deadline pressure; and proven ability to work well with others, demonstrating at all times respect for the diverse constituencies at NPR and within the public radio system.

Benefits: NPR has a cafeteria style benefits program where employees customize their benefits selection. NPR offers three medical plans; two dental plans; a vision care plan; supplemental life insurance; and other optional items. In addition, all employees receive term life insurance and long-term disability. New employees receive 3 weeks of annual leave per year. (After three years, employees receive 4 weeks of annual leave.) In addition, employees receive 2 days of personal leave, 3 days of bereavement leave, and 10 days of sick leave each year. NPR also has 10 paid holidays per year. NPR has a retirement savings plan called a 403(b) plan. New employees are welcome to begin contributing towards their retirement immediately. After two years of employment, NPR starts making contributions equivalent to 10% of an employee's salary each year. All retirement funds are vested immediately. NPR offers additional supplemental benefits. These include direct deposit, a credit union, free checking at two local banks, and an employee assistance program.

Application: For consideration, send cover letter and resume, indicating job title and number WEB1246, to:

National Public Radio
Human Resources Department
635 Massachusetts Ave., NW
Washington, DC 20001
fax: (202) 513-3047
E-mail to: employment@npr.org

Please note: NPR does not accept or retain general applications for employment. Individuals must apply for specific, open positions. No telephone calls please. NPR is an Equal Opportunity Employer.

The UNIVERSITY OF CALIFORNIA at LOS ANGELES is looking for a **Performing Arts Special Collections Librarian**.

General Information: The UCLA Music Library seeks applicants for the position of Performing Arts Special Collections Librarian. The Performing Arts Special Collections (PASC) is a newly constituted section within the Music Library which consolidates holdings of the previously separate Arts Library and Music Library Special Collections sections. It is the central Library facility for primary source research and study in the areas of music, film, television, and theater. At a future date, the UCLA Library plans to

similarly consolidate portions of the general collections of the Arts, Music, and University Research Libraries into a newly constructed and comprehensive Performing Arts Library, which will contain the PASC.

Responsibilities: Responsible for the operations of the Performing Arts Special Collections, including the supervision of special collections operations and personnel performing all public services and archives processing/cataloging activities. Functions as the lead person in donor relations relating to special collections. Primary contact with other campus departments, other UC campuses, system-wide departments, and other institutions in developing programs and planning for joint projects and facilities for the department. Develops grants for processing and developing special collections. Supervises 1 archivist (Associate Librarian), 1 operations supervisor (Library Assistant IV), and ca. 2 FTE student assistants. Participates in Library governance through unit, Library-wide, and University-wide committees, meetings, and projects. Coordinates the selection of PASC materials, building on substantial current strengths and, working with faculty, identifying new areas to pursue in support of campus academic programs and research. Participates in the selection of materials for the general Performing Arts collection based on subject expertise. With the PASC Archivist, administers the preservation program for the section. Working in concert with the Library Digital Library Program, oversees the management of existing digital projects and recommends and implements new projects. With the PASC archivist and Head of Operations, and in conjunction with Performing Arts subject specialists, provides for primary reference, research consultation, and instructional support for PASC. Provides for in-depth scholar research support by developing a formal program incorporating the offering of fellowships. Provides reference desk service for the Music Library; provides tours, lectures, and orientations.

Qualifications: Required: Graduate level study (or equivalent) in film, television, theater, music, musicology, or ethnomusicology. Evidence of strong administrative abilities, including competence in planning and implementation of strategic goals, priorities, and new initiatives. Effective organizational, decision-making, writing, and oral communication skills. Professional experience in handling archival and manuscript materials. Knowledge of application of digital and other information technology to the delivery of special collections, including familiarity with archival and digital standards and markup languages such as EAD, Dublin Core, and MARC/MODS. Familiarity with the preservation requirements of library and archival materials in various formats. Ability to work effectively with faculty, students, the community, and other library and university staff. Strong commitment to public service within the constraints required to protect and preserve the special collections. Experience in supervising staff. Preferred: Experience administering archival collections containing non-print materials such as disk and tape sound recordings (various formats) and/or photographic stills and negatives. If lacking graduate level study in music, musicology or ethnomusicology, ability to read music.

Deadline: Candidates applying by September 1, 2004, will be given first consideration.

Application: Nominations and applications should be sent to:

Karen Murray
Administrative Specialist
UCLA Library
Library Human Resources
11617 Young Research Library
Box 951575
Los Angeles, CA, 90095-1575

E-mail: kmurray@library.ucla.edu

Phone: (310) 825-7947

Fax: (310) 825-6174

Applications should include a cover letter describing qualifications and experience; a current resume of education and relevant experience; and the names and addresses for at least 3 professional references knowledgeable about applicant's qualifications. Complete position posting available at: <http://www.library.ucla.edu/employment/>. UCLA is an Equal Opportunity/Affirmative Action/ADA compliant employer.

The UNIVERSITY OF MARYLAND, College Park, Maryland, is looking for a **Metadata/Electronic Resources Librarian**.

General Information: The University of Maryland Libraries is looking for an innovative and dynamic individual to work in a team environment to provide access to digital collections and electronic resources. The University of Maryland, ranked 17th among national public universities, is the flagship of the 13-member University System of Maryland. For more information, visit the UM Libraries' web site: <http://www.lib.umd.edu>.

Responsibilities: As a faculty librarian, helps plan and develop digital projects for the Libraries. Applies metadata schema for digital objects and advises on digital project parameters. Coordinates provision of bibliographic control and access to digital collections. Catalogs electronic resources, and other formats as needed, to national standards. With team members and team leader, plans, develops, and implements ongoing activities, policies, and special projects. Provides leadership through active participation on teams and committees at the production group, division, and Library level and within the profession.

Qualifications: ALA-accredited Master's degree in Library or Information Science or equivalent combination of degrees and experience. Two years relevant cataloging experience in an academic, research, or special library. Experience with metadata standards. Familiarity in creating and/or managing digital objects in various formats.

Deadline: September 15, 2004

Application: For full consideration, submit cover letter, resume, and names/addresses of three references by September 15, 2004. Applications accepted until position is filled. Send to:

Ray Foster
Library Personnel
McKeldin Library
University of Maryland
College Park, MD 20742-7011
Fax:301-314-9960
Email to gfernan1@umd.edu

Full job description at: <http://www.lib.umd.edu/UMCP/ASD/LPO/LibJobs/102803.html>. The University of Maryland is an EEO/AA employer.

The BERKLEE COLLEGE OF MUSIC, Boston, Massachusetts, is looking for a **Catalog Librarian**.

Function: Under the general supervision of the Associate Library Director, the Catalog Librarian is responsible for the cataloging operations of the college's information resources. This includes the preparation of all library material, creation of standard format bibliographic records, and assigning

subject headings and classification numbers. The Catalog Librarian is responsible for the integrity of the Library database system.

Capabilities Required (Experience, Know-how, Skills):

1. Masters in Library Science degree from an ALA accredited institution.
2. Undergraduate in music or significant professional experience.
3. Experience with both copy and original cataloging on an automated library system.
4. Knowledge and understanding of established library standards that include LC Classification, AACR2 and MARC formats.
5. Demonstrated experience in a supervisory capacity.
6. Demonstrated knowledge of all operations in an academic library.

Use of Capabilities (Illustrated by Typical Activities):

1. Performs cataloging and classification of monographs, scores, audio/video recordings, and electronic/online material for the main library and designated satellite/departmental collections.
2. Is responsible for maintaining the integrity of the library's online database, including updating/editing bibliographic records and authority controlled access points.
3. Hires, trains and supervises the Cataloging Assistant and work-study employees in material preparation and selected data entry tasks.
4. Coordinates the development of classification standards and procedures for the digital media library collection.
5. Schedules and prioritizes all cataloging processes and tasks.
6. Maintains and compiles cataloging reports and statistics.
7. Participates in the development of Learning Resources Department goals and objectives.
8. Other duties as required.

Application Procedures: Complete a copy of the Berklee College of Music Application for Employment (available via <http://berklee.edu/hr/apply.html>; requires Adobe Acrobat Reader) and attach your resume and cover letter. Make sure to specify the position(s) for which you would like to be considered. To apply for multiple positions, please send additional copies of your resume. Send materials directly to the Office of Human Resources:

Position Review Team
Office of Human Resources
Berklee College of Music
1140 Boylston Street, Room 2S
Boston, MA 02215-3693
Fax: (617) 247-0166
E-mail: apply-hr@berklee.edu

The UNIVERSITY OF OKLAHOMA, Norman, Oklahoma, is looking for a **Fine and Applied Arts Librarian**. **Duties:** The University of Oklahoma Libraries seeks a Fine and Applied Arts Librarian to manage operations of the Fine Arts Library and the Architecture Library; duties include reviewing, developing and implementing library programs and services; hiring, training, supervising, and evaluating library technicians and student assistants; providing reference services and library instruction for undergraduate and graduate students, faculty, and staff; coordinating collection development; and overseeing the physical facilities of the Fine Arts and Architecture branch libraries. The Fine and Applied Arts Librarian represents the University Libraries to the faculty and students of the College of Fine Arts and the College of Architecture. The position reports to the Director of Public Services, University

Libraries (<http://libraries.ou.edu>). This is a tenure track position governed by the university's policies requiring research or creative achievement and professional services as outlined by the Faculty Handbook at <http://www.ou.edu/provost/pronew/content/fhbmenu.html>.

Qualifications: Required: MLS from an ALA accredited library school; library or related experience working with the subject literature of, or having an undergraduate degree in, the fine or applied arts; familiarity with traditional and electronic reference sources; excellent interpersonal, teaching, and communication skills; evidence of a public service orientation; and supervisory experience. Desirable: Advanced degree in the fine or applied arts; collection development experience; reading knowledge of German, Italian, or French; and evidence of research or creative achievement.

Salary, Rank & Benefits: \$39,000 minimum. Librarians have faculty status, privileges, responsibilities, the rank of assistant professor or above, and are eligible for tenure. TIAA/CREF; State Retirement System; 33 days paid leave; short-term disability leave; University holidays; comprehensive medical protection; and group life insurance.

First Screening Date: October 15, 2004; search will remain open until filled.

Application: Send letter of application with resume, a list of publications and the names of three references including current supervisor to:

Rhonda Cannon
Assistant to the Dean for Administrative Services
University Libraries
University of Oklahoma
Norman, OK 73019
(405) 325-2611

CLAYTON COLLEGE & STATE UNIVERSITY, Morrow, Georgia, is looking for a **Catalog Librarian**.

Responsibilities: Primary job responsibilities of the Catalog Librarian are to provide accurate on-line records for the materials acquired by the Library and to maintain and improve the integrity of the Library's on-line catalog by:

- Analyzing and describing music scores, audio-visual materials, foreign language materials, electronic resources, serials and other complicated materials to provide access through the Library's on-line catalog.
- Coordinating authority control and record maintenance assuring that departmental and national quality standards are met.
- Developing and documenting policies and procedures for database management activities that ensure the integrity of the Library's on-line catalog.
- Developing, implementing, and supervising database cleanup and enhancement projects.
- Training Library staff members in all areas involving cataloging and materials processing.
- Assisting the Head of Technical Services in formulating departmental policies and procedures. Acts as head of the department in the absence of the department head.

In addition to primary responsibilities, all librarians serve as liaisons to teaching faculty in assigned areas. Assignments in other library areas, such as reference and archives, may be possible depending on the qualifications and interests of the successful candidate.

Qualifications: Required: ALA-accredited or BOR-approved Masters degree in Library Studies. Cataloging coursework including such areas as LC Classification System and Subject Headings, and AACR2rev

cataloging rules. Strong organizational, interpersonal, and oral and written communication skills. Desired: Cataloging experience. Experience cataloging non-book materials and/or serials will be considered an asset. Experience with integrated library automation systems. Experience with Voyager will be considered an asset. Experience with on-line authority control. Knowledge of processing and preservation procedures.

Salary & Benefits: \$39,000 per fiscal year contract. Full University System benefits including tuition remission and choice of retirement plans.

Deadline: Applications received by December 1, 2004 will receive full consideration.

Application: Please send an application letter, resume, names and contact information for three professional references to:

Kara Mullen
Library
Clayton College & State University
5900 North Lee Street
Morrow, GA 30260

Fax: 770-961-3712

Email: karamullen@mail.clayton.edu

DOVER PUBLICATIONS, Mineola, New York, is looking for a **Music Editor**.

General Information: Dover Publications, a subsidiary of Courier Corporation, has an excellent opportunity and challenging position available for a Music Editor. Dover Publications, located in Mineola, NY (Long Island), is a major classical music reprint publisher of books and scores. The Music Editor will be responsible for researching, recommending, evaluating and acquiring classical music titles for publication; developing music anthologies and series; and editing reprint books and scores.

Duties & Responsibilities: 1. Develop the music book and score list by researching and recommending titles for publication. 2. Work directly with authors and editors on music titles for publication. 3. Work with music libraries, dealers, and others to locate and utilize music books and scores for reprinting. 4. Provide information and insight on music titles to aid the marketing and sales departments. 5. Edit all reprint music books and scores, checking and proofing as necessary. 6. Check and correct all titles through all phases of design and production. 7. Meet all required deadlines as directed. Candidates must report to the Mineola location. No telecommuting opportunities exist and resumes requesting a telecommute will not be considered.

Qualifications: 1. Full-time music book and score editing experience. 2. Thorough knowledge of classical music repertoire. 3. Contacts within music libraries and schools desirable. 4. Computer skills (Windows environment, MS Word, etc.) 5. Bachelor's Degree or higher in music.

Application: Please send resume WITH salary requirements by email to hr@doverpublications.com.

GETTYSBURG COLLEGE, Gettysburg, Pennsylvania, is looking for a **Cataloging and Metadata Librarian**.

General Information: Gettysburg College Library invites applications for an energetic, service-oriented librarian to head its Cataloging team. The Cataloging and Metadata Librarian will have oversight of the integrated library system, cataloging functions, and digital projects. The successful candidate will report to the Director of Technical Services and will supervise three FTE support staff and help coordinate the

work of others involved in digital initiatives. Librarians with three or more years experience in cataloging are encouraged to apply. Musselman Library is a dynamic organization where every staff member makes a difference (see our website at <http://www.gettysburg.edu/library> to learn more about us). We serve a small, liberal arts community of 2,500 students and play a visible role in creating a friendly, supportive academic community. Be sure to view the full job description <http://www.gettysburg.edu/library/info/employment/index.html> on our website, where you will find a detailed list of job duties as well as links to our first digital projects.

Responsibilities: Working with the ILS vendor and the Library Systems Administrator to manage the integrated library system (Innovative Interfaces) ; Directing the activities of the cataloging unit ; Performing original and complex adaptive cataloging and classification of materials in all formats and subjects ; Taking a leadership role in the planning and implementation of local digitizing projects.

Qualifications: Master's degree in Library or Information Science from an ALA-accredited program ; Experience with standard computer applications, integrated library systems, internet resources, and electronic databases ; Minimum of three years cataloging experience in an integrated online environment ; Working knowledge of cataloging rules, standards, and resources ; Knowledge of developing metadata schemas and standards used to manage and describe digital collections in a variety of formats ; Supervisory experience.

Salary & Benefits: Salary is competitive. A liberal benefits package http://www.gettysburg.edu/administration/hr/benefits_insur/benefits1.htm is available.

Deadline: Applications received by December 3, 2004 will receive the fullest consideration.

Application: Gettysburg College is committed to creating a more diverse community; as part of that process, the College encourages candidates from historically underrepresented groups to apply. Send letter of application, resume and the names and address of three references to:

Jennifer Lucas
Assistant Director of Human Resource Services
Gettysburg College
Box 2443
Gettysburg, PA 17325

e-mail address: jlucas@gettysburg.edu

KENT STATE UNIVERSITY, Kent, Ohio, is looking for a **Head of the Music Library and Librarian for the Performing Arts.**

General Information: Kent State University Libraries and Media Services invites applications for the position of Head of the Hugh A. Glauser Music Library and Librarian for the Performing Arts. The Library serves the School of Music, which offers degrees through the doctoral level. It is one of six branch libraries on campus, and the librarian reports to the Assistant Dean for Library Information Services. The Music Library collection consists of approximately 90,000 volumes of books, printed music, video recordings, and sound recordings in digital and analog formats. More information on the Library is available at <http://www.library.kent.edu/music>.

Responsibilities: The successful candidate will manage the programs and daily operations of the Music Library and serve as liaison to the Schools of Music and of Theater and Dance. This includes setting a direction for the development of services, instructional outreach, and collection management that support the Libraries' strategic plan. Specific responsibilities include: provision of direct reference service; supervision, training, and evaluation of 1 FTE support staff and student employees; promotion

of information literacy through formal and informal instruction; development of the collection in all formats; and creation and maintenance of a robust Web presence for the Library. The successful candidate will have knowledge of or interest in investigating the digital delivery of services such as electronic reserves or audio streaming where applicable. The librarian in this position participates in the governance of the Libraries and serves on the Branch Librarians' Council, in addition to other various library and university committees.

Environment: The Kent State University Libraries are a member of the Association of Research Libraries and the Center for Research Libraries and have a collection of over 2 million volumes. The Libraries are a founding member of OCLC and of OhioLINK (<http://www.ohiolink.edu>), the statewide information system. Innovative Interfaces is used for the integrated library system.

Qualifications: Required: 1. MLS from an ALA-accredited program. 2. Bachelor's degree in music. 3. Knowledge of the music literature and cataloging protocols. 4. Familiarity with a broad range of electronic resources. 5. Strong public service orientation. 6. Effective interpersonal and communication skills. 7. Flexibility and initiative. 8. Ability and interest in fulfilling requirements of job performance, scholarship, and service to meet tenure and promotion requirements. Preferred: 1. Supervisory experience. 2. Academic research library experience. 3. Advanced degree in music. 4. Working knowledge of German, French, or Italian. 5. Collection development experience. 6. Experience with Web development. 7. Professional association involvement. 8. Interest in and ability to meet tenure and promotion standards.

Salary, Status & Benefits: \$42,778. Faculty status, Assistant Professor rank. Tenure track, 12-month faculty position. Generous health benefits. Annual research leave. Support for professional development.

Deadline: Review of applications will begin on November 29.

Application: Send a letter of application addressing the required qualifications, vita, and the names, addresses, and telephone numbers of three (3) professional references to:

Jeanne Somers
Associate Dean, Libraries and Media Services
Kent State University
P.O. Box 5190
Kent OH 44242-0001

Fax: 330/672-4811

Kent State University is an equal opportunity / affirmative action employer. Applications from members of protected classes are encouraged. Consult the Libraries and Media Services Web site for more information (<http://www.library.kent.edu>).

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Librarian II (or Librarian I on a training basis), Performing Arts/Music Research Division.**

General Description: Under the general supervision of the Assistant Chief of the Music Division, provides reference assistance for the Music Research Division in person, by telephone and by mail. Processes archival collections and prepares finding aids using Encoded Archival Description (EAD), and supervises other staff members processing archival collections. Supervises the staff responsible for retrospective barcoding and selection of materials for offsite storage. Troubleshoots cataloging and conservation problems of materials for offsite storage. Maintains the Division's digital files used for

reference, ensures conformity to current standards, and converts such files when necessary. Performs related duties as required.

Eligibility Requirements: ALA-accredited Master's degree in the Library and Information Studies and an undergraduate degree in music. Graduate work in musicology or music theory preferred. Successfully demonstrated professional experience required to be considered at the Librarian II level. Successfully demonstrated public service experience. Demonstrated knowledge of AACR2 and LCRI and with current trends and practices in digital initiatives. Demonstrated experience in the creation of records in OCLC and RLIN. Demonstrated experience with archival processing. Demonstrated knowledge of Microsoft Word and Excel. Reading knowledge of German and one other modern language. Supervisory experience preferred.

Deadline: Open until filled

Application: Please send resume and cover letter to:

The New York Public Library
HR Dept Job Code: LML-L2MUS
188 Madison Ave, 5th Floor
New York, NY 10016

Fax: 212-592-7327

Email: lsresumes@nypl.org

When emailing, please refer to LML-L2MUS in the subject line.

SARAH LAWRENCE COLLEGE, Bronxville, New York, is looking for a **Head of Technical Services**.

Responsibilities: The Sarah Lawrence College Library seeks a senior level manager to supervise the team responsible for the acquisition and cataloging of library materials, including monographs, serials, audio-visual items, and music scores. The Library is in the middle of a major reclassification project, converting holdings from Dewey to Library of Congress classification. The incumbent will also assume responsibility for collection development with respect to replacements and deaccessioning.

Qualifications: Must have an ALA-accredited MLS, proficiency in cataloging with OCLC or other bibliographic utility, supervisory experience, knowledge of standards and current practices, and experience in library automation systems. Must be able to work effectively and flexibly within a team environment.

Deadline: Open until filled

Application: Send resume with salary requirements to:

Human Resources
Sarah Lawrence College
One Mead Way
Bronxville, NY 10708

E-mail: admin@slc.edu

SLC is an EOE committed to achieving a racially and culturally diverse community.

SOUTHERN ILLINOIS UNIVERSITY, Carbondale, Illinois, is looking for an **Assistant Professor or Associate Professor (Special Formats Cataloger)**.

Environment: The library services of Southern Illinois University Carbondale (SIUC) are centralized in Morris Library. The Library holds more than 2.4 million volumes, 3.1 million microform units, over 12,500 current periodicals and serials, and a wide-range of electronic resources and databases. As the campus center for access to academic information and collaborative academic technology projects, the Library provides assistive services, including reference, instructional and technical support, distance learning, geographic information systems (GIS), and multimedia courseware development. Morris Library is a member of the Association of Research Libraries and the Greater Western Library Alliance. Librarians at SIUC are faculty and are covered by collective bargaining. Additional information about SIUC and Library Affairs is available on the World Wide Web (<http://www.lib.siu.edu>).

Responsibilities: Under the general direction of the Head of Cataloging, the Special Formats Cataloger is responsible for both original and copy cataloging of serials, music (including sheet music and CDs), and cartographic materials following national standards and departmental guidelines. Specific duties include: resolving cataloging and workflow problems; training and supervising personnel assigned to work with these materials; creating and maintaining authority records; assisting in review, development, and implementation of departmental policies and procedures to ensure high quality bibliographic control; and assisting in the preparation of manuals and other documentation. Provides backup to department head as needed; participates in library committees and planning activities. The Special Formats Cataloger is responsible for maintaining a high-level working knowledge of current national standards, practices and trends in bibliographic control, especially as they relate to these materials, including participation in local and national discussions.

Qualifications: Required: MLS from an ALA-accredited library program completed by date of hire; recent professional cataloging experience or coursework in cataloging; competence with current library automation such as OPACs, electronic indexes, and the Internet; knowledge of AACR2rev, MARC formats, LCRIs, LCC and LCSH; experience with an integrated library system and an online bibliographic utility such as OCLC; aptitude for learning multiple formats; strong organizational, analytical, and problem-solving skills; ability to organize and prioritize work to maintain a high level of productivity; flexibility to work with multiple assignments; effective oral and written communication skills; excellent interpersonal skills; ability to work independently and as part of a team; and potential to meet established Library Affairs criteria for tenure and promotion, including professional service and published research. For appointment at Associate Professor: All of the above plus four (4) or more years of relevant cataloging experience in an academic library or comparable environment and a professional record that merits appointment at this rank, including evidence of professional service on a national level and published research that is scholarly and substantial. Preferred: Recent experience cataloging serial, music and/or map formats; reading knowledge of one or more foreign languages; familiarity with Endeavor's Voyager system; successful training experience and/or supervisory experience.

Salary: Commensurate with experience and qualifications (\$39,000 minimum). Full-time, 12-month, continuing (tenure track).

Deadline: November 26, 2004, or until filled. Available January 10, 2005, or later.

Application: Please send a resume and a letter of application stating qualifications and background for this position. Applications must include the names, addresses, telephone numbers, and e-mail addresses (if available) of three professional references. References may be contacted by Morris Library and asked to comment on your experience and qualifications for this position. All materials should be addressed to:

Sherry Elders, Personnel Coordinator
Library Affairs, Mail Code 6632

Southern Illinois University
Carbondale, IL 62901

Telephone: 618-453-2681
E-mail: apply@lib.siu.edu

The UNIVERSITY OF CALIFORNIA, Santa Barbara, California, is looking for candidates for their **Library Fellowship Program**.

Program Description: The University of California, Santa Barbara invites candidates to apply for its Library Fellowship Program to serve a two-year post-graduate appointment in the university library. UCSB has a continuing commitment to promote diversity and multicultural awareness in all areas of the library. The Fellowship Program is designed to increase the diversity of professional librarians and to encourage the involvement and participation of underrepresented librarians in academic research libraries. The program provides the recent graduate an opportunity to work in a culturally diverse environment, to gain experience in at least two areas or departments of the library, to learn about academic libraries, to explore the latest developments in information technologies, and to participate in a dynamic and challenging workplace.

Qualifications: The UCSB library encourages enthusiastic, energetic, highly motivated librarians to apply for the program. Applicants must be recent graduates from an ALA-accredited library program, demonstrate an interest and knowledge of academic librarianship and a strong desire for professional growth. Members of underrepresented groups are encouraged to apply.

The University and the Library: The University of California, Santa Barbara, is one of ten campuses of the University of California system. The campus occupies a picturesque 989-acre palm and eucalyptus lined plateau overlooking the Pacific Ocean. UCSB is ranked as a category 1 research university by the Carnegie Commission, and is an elected member of the Association of American Universities. The total student population is about 19,000 and faculty number 1,200. The library, a member of the Association of Research Libraries, is a major research facility with a collection of over 2 million volumes. The collection supports undergraduate and graduate programs in 33 academic areas and serves the wide-ranging research needs of diverse campus programs and centers. The library is an active participant in the California Digital Library and a recipient of research grants from government and other sources.

Salary & Benefits: Fellows are appointed at the Assistant Librarian level (\$37,920-\$42,996). Benefits include 24 days' vacation annually, 12 days' sick leave, 12 paid holidays, employer paid medical coverage, dental and life insurance, participation in the UC Retirement system, and social security. Financial support for attendance at conferences, seminars, and workshops.

Deadline: December 30, 2004

Application: Send a letter of application, resume, and the names and addresses of at least three references to:

Detrice Bankhead
Associate University Librarian
Human Resources
Davidson Library
University of California
Santa Barbara, CA 93106

The UNIVERSITY OF MARYLAND, College Park, Maryland, is looking for a **Head, Michelle Smith Performing Arts Library (Librarian)**.

Environment: The Michelle Smith Performing Arts Library (PAL) is a branch library of the UM Libraries, housed in the Clarice Smith Performing Arts Center at Maryland (CSPAC), and is the central location for music, theatre, and dance materials. For specific information, visit the PAL web site: <http://www.lib.umd.edu/PAL/music.html>.

Responsibilities: Provides administrative leadership, organizational and resource management, strategic planning, and staff supervision and development for the Michelle Smith Performing Arts Library. Plans, coordinates, develops, and implements programs and services for students and faculty in the School of Music and Departments of Theatre and Dance. Provides leadership for special collections (International Piano Archives at Maryland and Special Collections in the Performing Arts), exhibits, print and audio collections, electronic initiatives including audio and video delivery and digital library projects. Actively promotes the Performing Arts Library's national reputation as an international center for piano archives. Serves as part of the leadership team for the Clarice Smith Performing Arts Center, working collaboratively to support performance and educational programs, and with the Dean of Libraries and CSPAC development officers, on donor relations and other development activities. May also participate directly in the collection management, instruction, and user assistance programs of PAL. Head reports to the Director for Public Services; directly supervises two librarians and two curators out of a total PAL staff of 14.

Qualifications: Required: ALA-accredited Master's degree in Library Science or other post-baccalaureate degree in a performing arts discipline with library experience. Library experience in one or more areas of the performing arts, preferably in a large research academic library; supervisory experience; strong interpersonal/communication skills; demonstrated knowledge and experience with the creative use of current and emerging trends and technologies; strong commitment to customer relations and ability to establish and maintain effective relationships with faculty, students, staff and donors; team-building skills; ability to work independently and collaboratively in a complex, fast-paced, service-oriented environment. Ability to meet promotion and permanent status requirements. Preferred: National reputation in performing arts or related librarianship and experience in fund raising and building donor relationships; knowledge of music, theatre and dance literature; additional graduate degree in a performing arts discipline.

Salary & Rank: Minimum \$60,000.00. Commensurate with qualifications and experience. Non-Tenured Faculty, Full Time (12 Month Appointment).

Deadline: December 13, 2004

Application: For full consideration, submit cover letter, resume, and names/addresses of three references by December 13, 2004. Applications accepted until position is filled. Send to:

Ray Foster
Library Personnel
McKeldin Library
University of Maryland
College Park, MD 20742-7011

Fax: 301-314-9960

E-mail: gfernan1@umd.edu

The University of Maryland is an EEO/AA employer.

The UNIVERSITY OF SOUTH DAKOTA, Vermillion, South Dakota, is looking for a **Curator, National Music Museum**.

Responsibilities: The National Music Museum and The University of South Dakota are seeking a Curator to perform cataloging, record keeping, and artifact storage activities for its brass instrument collection. This will include conducting original research on the history of brass musical instruments. Additionally, you will teach graduate students and guide/evaluate them on their thesis projects.

Qualifications: Ph.D. in Musicology required. Significant related experience in research/teaching preferred. An up-to-date knowledge of recent trends in musicology and specialized research techniques desirable. An equivalent combination of education and experience may be considered.

Salary: Commensurate with qualifications.

Deadline: Position closes November 16, 2004.

Application: Send a cover letter addressing your interest in this position; a copy of your current resume; and names, addresses, and telephone numbers of three professional references to:

Curator Search
USD Human Resources
414 E. Clark St
Vermillion SD 57069

The University of South Dakota is an Affirmative Action/Equal Opportunity Employer committed to increasing the diversity of its faculty, staff and administration.

EAST CAROLINA UNIVERSITY, Greenville, North Carolina, is looking for an **Assistant Music Librarian**.

General Information: J. Y. Joyner Library, East Carolina University (ECU) seeks an enthusiastic, creative, and service-oriented individual for the position of Assistant Music Librarian. Under the direction of the Head of the Music Library, this position incorporates a variety of public and technical service aspects. Public service responsibilities include reference service, bibliographic instruction, and general library supervision, which requires some evening and weekend duties on a rotating basis. Technical services responsibilities include all cataloging of scores, sound recordings, and videocassettes for the Music Library collection using OCLC and the Dynix Horizon online catalog. Serves as Music Library webmaster with responsibility for both the intellectual content and technical maintenance of the Music Library's web site. Serves as subject liaison to an academic department. Service to the university, community, and profession is expected. The Music Library, located in the Fletcher Music Center, is staffed by two faculty librarians, three full-time support staff, and student assistants.

Qualifications: Required: ALA-accredited master's degree or international equivalent; undergraduate degree in music; experience and/or substantial coursework in cataloging; familiarity with technology in a library setting; ability to achieve tenure through effective job performance, scholarly publication, and service activities. Preferred: Advanced degree in music or related field, or substantial progress toward same; reference experience in an academic, research, or music library; experience with a national bibliographic utility and a local online library system; experience with authority control; instructional experience; knowledge of web page design applications; bibliographic knowledge of European languages; supervisory experience; excellent interpersonal, oral, and written communication skills; ability to work effectively with staff and users.

Institution Description: Academic Library Services (ALS) supports the campus community's mission of teaching, research, and service through Joyner Library's collection of more than 1 million volumes, 4,700 current subscriptions, more than 170 databases, 1.6 million microforms, and extensive collections of

government documents, maps, manuscripts and archival records. ALS has a \$2.8 million materials budget and employs a staff of 109, including 35 faculty positions. Visit the Library's web site at <http://www.lib.ecu.edu> and the Music Library's web site at <http://www.lib.ecu.edu/MusicLib/music.html> for additional information. Located in Greenville, North Carolina, East Carolina University enrolls almost 23,000 students and consists of 7 colleges and 3 professional schools. Preparing to celebrate its centennial anniversary, ECU is a constituent institution of the University of North Carolina System and the third largest of the 16 campuses. The university is the primary educational, cultural, economic, and medical resource for the eastern region of the state. Enrollment during this decade is expected to increase substantially. ECU is a leader in the state in distance learning initiatives and holds Research Intensive status as defined by The Carnegie Foundation. ECU is located within a two-hour drive of Research Triangle Park, Raleigh, and North Carolina beaches. Additional information about ECU is available at <http://www.ecu.edu/>.

Salary, Rank & Benefits: This is a twelve-month tenure track faculty position with appointment at the rank of Assistant Professor. Professional achievement, service, and research/creative activity are required for tenure and promotion. \$38,000 minimum salary with a comprehensive fringe benefits package.

Deadline: Screening of applications will begin on December 9, 2004, and continue until the position is filled. The anticipated start date is February 15, 2005.

Application: Send letter of application, resume, copies of transcripts, and names and addresses (postal and e-mail) of three current references to:

Search Committee
Assistant Music Librarian
Ms. Leigh Butler
Library Human Resources Assistant
Joyner Library
East Carolina University
Greenville, NC 27858-4353

Official transcripts for required degrees must be received prior to any offer of employment. Proper documentation of identity and employability are required at the time of employment. ECU is an Equal Opportunity/Affirmative Action University that accommodates individuals with disabilities. Individuals requesting a disability accommodation under the Americans with Disabilities Act (ADA) should contact ECU's Department for Disability Support Services at 252-328-6799 (V/TTY) or 252-328-0899 (TTY). Joyner Library is dedicated to sustaining a diverse workforce and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, sexual orientation, or disability.

The PHOENIX SYMPHONY, Phoenix, Arizona, is looking for a **Librarian**.

General Information: The Phoenix Symphony is Arizona's largest performing arts organization. The 76-member ensemble performs over 265 concerts and presentations during its annual season, from September through May. A year-round staff of 30 provides administration, operations, marketing, public relations, and developmental support.

Responsibilities: Responsible for all aspects of music preparation, including research, acquisition, distribution, collection, and return. Assists Music Director, Associate Conductor, and General Manager in program selection. Provides instrumentation and timing for all works programmed. Generates program

page information for marketing department. Prepares and monitors Library budget in coordination with the General Manager. Maintains Library database. Supervises the Assistant Librarian. Maintains performance history of The Phoenix Symphony. Maintains compliance with the Master Orchestra Agreement. Other duties as assigned.

Requirements: Bachelor's Degree in Music with basic knowledge of orchestral repertoire. Excellent organizational skills. Ability to work independently, as well as coordinate with other departments. Ability to work under pressure with strict deadlines.

Status & Benefits: Full-time, exempt; Health, Dental, Life and Long Term Disability insurance; vacation, holiday, and sick time; 401K.

Deadline: Open until filled.

Application: E-mail, fax, or send resume and cover letter to:

Joel Levin
General Manager
The Phoenix Symphony
455 N. 3rd Street
Suite 390
Phoenix, AZ 85004

Fax: (602) 253-1772

jlevin@phoenixsymphony.org

www.phoenixsymphony.org

No phone calls please
