

## Music Library Association Job Archives – 2005

### **JANUARY**

[SWARTHMORE COLLEGE](#), Swarthmore, Pennsylvania, is looking for a **Performing Arts Librarian** .

The [UNIVERSITY OF ARKANSAS](#), Fayetteville, Arkansas, is looking for a **Performing Arts Librarian**.

### **FEBRUARY**

The [CENTER FOR POPULAR MUSIC](#), Murfreesboro, Tennessee, is looking for a **Coordinator of Research Collections**.

[GEORGE MASON UNIVERSITY](#), Fairfax, Virginia, is looking for a **Performing Arts Liaison Librarian**.

[IAML](#), International Association of Music Libraries, Archives and Documentation Centres, is looking for an **Editor for *Fontes Artis Musicae***.

The [INDIANA UNIVERSITY BLOOMINGTON LIBRARIES](#), Bloomington, Indiana, are looking for a **Visiting Librarian / Project Manager for *IN Harmony***.

[LYRIC OPERA OF CHICAGO](#), Chicago, Illinois, is looking for an **Orchestra Librarian**.

["THE PRESIDENT'S OWN" UNITED STATES MARINE BAND](#), Washington, D.C., is looking for a **Music Librarian**.

### **MARCH**

[INDIANA UNIVERSITY'S ARCHIVES OF AFRICAN AMERICAN MUSIC AND CULTURE](#), Bloomington, Indiana, is looking for an **Administrator and Project Manager**.

The [UNIVERSITY OF HARTFORD](#), West Hartford, Connecticut, is looking for an **Assistant Head, Allen Memorial Library**.

The [UNIVERSITY OF HOUSTON](#), Houston, Texas, is looking for a **Coordinator of the Music Library**.

The [UNIVERSITY OF MARYLAND](#), College Park, Maryland, is looking for a **Librarian, Music Cataloger**.

[YALE UNIVERSITY](#), New Haven, Connecticut, invites applicants for its **Yale Special Collections Humanities Fellowship**.

### **APRIL**

[CLEMSON UNIVERSITY](#), Clemson, South Carolina, is looking for a **Special Formats Cataloger**.

[CORNELL UNIVERSITY](#), Ithaca, New York, is looking for a **Music Librarian**.

[FLORIDA WEST COAST SYMPHONY](#), Sarasota, Florida, is looking for a **Librarian**.

[HARMONIE PARK PRESS](#), publisher of The Music Index: A Subject Author Guide to Music Periodical Literature, is looking for **freelance translators who possess knowledge of Italian or Serbo-Croatian**.

[NAXOS OF AMERICA, INC.](#), Franklin, Tennessee, is looking for a **Sales and Marketing Representative, Naxos Music Library**.

[PRINCETON UNIVERSITY](#), Princeton, New Jersey, is looking for an **Assistant Music Librarian**.

[VANDERBILT UNIVERSITY](#), Nashville, Tennessee, is looking for a **Music Librarian for Public Services**.

## **MAY**

[HAVERFORD COLLEGE](#), Haverford, Pennsylvania, is looking for a **Humanities Librarian for Music and Literature**.

The [UNIVERSITY OF ILLINOIS AT CHICAGO](#) is looking for a **Summer Intern in Music Librarianship**.

## **JUNE**

The [CENTER FOR POPULAR MUSIC](#), MIDDLE TENNESSEE STATE UNIVERSITY, Murfreesboro, Tennessee, is looking for a **Librarian**.

The [CENTER FOR POPULAR MUSIC](#), MIDDLE TENNESSEE STATE UNIVERSITY, Murfreesboro, Tennessee, is looking for a **Manager, Recorded Media Collections**.

[DUKE UNIVERSITY](#), Durham, North Carolina, is looking for a **Head of the Music Library**.

[FURMAN UNIVERSITY](#), Greenville, South Carolina, is looking for a **Music Librarian**.

[GRINNELL COLLEGE](#), Grinnell, Iowa, is looking for a **Library Assistant, Burling Library Listening Room**.

[MUSICIANS INSTITUTE](#), Hollywood, California, is looking for a **Music Librarian**.

[NATIONAL PUBLIC RADIO](#), Washington, D.C., or NPR West, Los Angeles, California, is offering a **Music Library Internship**.

[NEW WORLD SYMPHONY](#), Miami Beach, Florida, is offering a **Library Fellowship**.

The [NEW YORK PUBLIC LIBRARY](#) for the Performing Arts/Jerome Robbins Dance Division, New York, New York, is looking for a **Librarian II (halftime) (temporary through February 27, 2007)**.

[QUEENS COLLEGE-CITY UNIVERSITY OF NEW YORK](#), Flushing, New York, is looking for a **Part-Time Music Cataloger**.

## **JULY**

[AMERICAN UNIVERSITY](#), Washington, D.C., is looking for a **Music/Performing Arts Librarian**.

The [ARCHIVES OF TRADITIONAL MUSIC, INDIANA UNIVERSITY](#), Bloomington, Indiana, is looking for a **Research Associate (Project Audio Engineer)**.

The [CANADIAN MUSIC CENTRE](#), Toronto, Ontario, is looking for a **National Librarian**.

[HARVARD UNIVERSITY](#), Cambridge, Massachusetts, is looking for a **Music Reference and Research Services Librarian**.

## **AUGUST**

The [CANADIAN MUSIC CENTRE](#), Vancouver, British Columbia, is looking for an **Administrative Assistant & Music Library Coordinator**.

The [CENTER FOR BLACK MUSIC RESEARCH](#), COLUMBIA COLLEGE, Chicago, Illinois, is looking for a **Project Archivist**.

The [HOUSTON SYMPHONY](#), Houston, Texas, is looking for an **Assistant Librarian**.

The [JUILLIARD SCHOOL](#), New York, New York, is looking for a **Cataloger and Archival Processor**.

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

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

[NEW YORK UNIVERSITY](#), New York, New York, is looking for an **Electronic Resources/Special Formats Cataloger**.

[WESTMINSTER CHOIR COLLEGE](#), RIDER UNIVERSITY, Lawrenceville, New Jersey, is looking for a **Library Clerk**.

The [WISCONSIN CHAMBER ORCHESTRA](#), Madison, Wisconsin, is looking for a **Music Librarian (part-time)**.

## **SEPTEMBER**

The [CENTER FOR POPULAR MUSIC](#), MIDDLE TENNESSEE STATE UNIVERSITY, Murfreesboro, Tennessee, is looking for a **Librarian**.

The [EARLE BROWN MUSIC FOUNDATION](#), Rye, New York, is looking for an **Archives Assistant**.

The [NEW YORK PUBLIC LIBRARY](#), Rodgers and Hammerstein Archive of Recorded Sound, New York, New York, is looking for a **Library Technical Assistant IV (half-time)**.

[OLD DOMINION UNIVERSITY](#), Norfolk, Virginia, is looking for a **Librarian Archivist for Music Collections (part-time)**.

[OLD DOMINION UNIVERSITY](#), Norfolk, Virginia, is looking for a **Music Cataloger (part-time)**.

[PORTLAND OPERA](#), Portland, Oregon, is looking for a **Director of Music and Education**.

The [UNIVERSITY OF CHICAGO](#), Chicago, Illinois, is looking for a **Bibliographer for Music**.

The [UNIVERSITY OF HARTFORD](#), Hartford, Connecticut, is looking for a **Public Services Librarian**.

## **OCTOBER**

The [COUNTRY MUSIC HALL OF FAME & MUSEUM](#), Nashville, Tennessee, is looking for a **Librarian**.

The [FLORIDA STATE UNIVERSITY](#), Tallahassee, Florida, is looking for a **Head of Collection Development**.

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

[GEORGIA COLLEGE & STATE UNIVERSITY](#), Milledgeville, Georgia, is looking for a **Special Formats Catalog Librarian**.

[GEORGIA STATE UNIVERSITY](#), Atlanta, Georgia, is looking for a **Lecturer and Coordinator of Media Center**.

[ILLINOIS WESLEYAN UNIVERSITY](#), Bloomington, Illinois, is looking for a **Visiting Public Services Librarian** and a **Visiting Fine Arts Librarian**.

[NORTHWESTERN UNIVERSITY](#), Evanston, Illinois, is looking for a **Library Assistant 3**.

The [UNIVERSITY OF CALIFORNIA](#), San Diego, California, is looking for an **Instruction and Outreach Librarian, Arts Libraries**.

## **NOVEMBER**

[FURMAN UNIVERSITY](#), Greenville, South Carolina, is looking for a **Music Librarian**.

The [MUSIC LIBRARY ASSOCIATION](#) is looking for a **Treasurer/Executive Secretary**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Cataloging Librarian-Music Specialist, Technical Services/Cataloging Department**.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a **Librarian II (or Librarian I on a training basis), The Research Libraries/Technical Services/Cataloging Division/ Monograph Cataloging Section**.

## **DECEMBER**

[AMERICAN UNIVERSITY](#), Washington, D.C., is looking for a **Music/Performing Arts Librarian**.

[BOWLING GREEN STATE UNIVERSITY](#), Bowling Green, Ohio, is looking for a **Head Librarian, Music Library and Sound Recordings Archives (MLSRA)**.

The [CALIFORNIA INSTITUTE OF THE ARTS](#), Valencia, California, is looking for a **Performing Arts Librarian**.

The [MUSIC LIBRARY ASSOCIATION](#) is looking for an **Advertising Manager**.

The [MUSIC LIBRARY ASSOCIATION](#) is looking for a **Convention Manager/Assistant Manager**.

The [MUSIC LIBRARY ASSOCIATION](#) is looking for a **Treasurer/Executive Secretary**.

The [UNIVERSITY OF LOUISVILLE](#), Louisville, Kentucky, is looking for a **Music Librarian**.

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SWARTHMORE COLLEGE, Swarthmore, Pennsylvania, is looking for a Performing Arts Librarian.

Responsibilities: Swarthmore College seeks a creative and energetic individual as Head of its Daniel Underhill Library. The Performing Arts Librarian is responsible for the planning and management of the Underhill Music Library operations and facilities. The librarian also serves as liaison to the faculty,

students and staff of the College's Department of Music and Dance, and the Department of Theater. Specific responsibilities include providing reference/research consultation for students and faculty in these disciplines (as well as other assigned areas); working closely with faculty to develop an integrated information literacy curriculum for music and dance; teaching research methods for music, dance, and theater; developing research and collection Web-based guides and maintaining the Underhill Library's web presence; selecting print and non-print materials and evaluating the collection in order to make decisions related to retention, preservation and physical access; hiring, training and supervision of (3.5 FTE) student assistants who are responsible for staffing the library during evenings and weekends. The librarian will provide leadership for exploring the viability of integration of theater resources (currently housed in the main library) into the collection, as well as for planning for renovations to the space and equipment resources.

Reporting to the College Librarian, the Performing Arts Librarian is a member of the library's reference and instruction staff and works with his/her colleagues to further the goals of that unit. The successful candidate will work closely with the Haverford Music Librarian on collaborative collection development, digital projects, and other library services in support of the faculty and students at both institutions. The Performing Arts Librarian collaborates with Technical Services staff to establish best practices in the acquisitions and cataloging of music materials and assists with those activities when subject expertise is required. It is expected that all librarians will engage in scholarly activities, as well as participate in professional development through attendance at conferences and workshops.

General Information: The Underhill Music Library is housed in the Lang Music Building and contains nearly 50,000 items. The curricular, research and performance needs of Swarthmore's academic and instrumental, ensemble and dance programs are directly supported by Underhill Library's holdings which contains scores, books and periodicals in music and dance, 16,000 sound recordings in various formats, videos, as well listening rooms, multimedia workstations, and general computing and audio equipment. The primary focus of the collection is music from the western classical tradition; other subject areas include jazz and non-western music. The dance collection includes a mirror archive to the field recordings housed at the University of Ghana's International Center for African Music and Dance.

Qualifications: An MLS or equivalent from an ALA-accredited library school. Substantial knowledge of music repertory, history, and music bibliography and an understanding of current and emerging trends and issues related to music librarianship including audio technology. Undergraduate or master's degree in Music highly desirable as is working knowledge in at least two modern European languages (preferably German and a Romance language). Interest in the application of information technology to music and dance librarianship, including digitization, and a familiarity with relevant standards and technology. Demonstrated ability to effectively plan, organize and implement services and operations. Excellent interpersonal and communication skills. Effective teaching and presentation skills. Desire and ability to work collegially, collaboratively and effectively in both team-based and self-directed environments.

Institution Description: Swarthmore College is a highly selective, liberal arts college situated on a beautiful suburban Philadelphia campus. Swarthmore, Bryn Mawr and Haverford Colleges comprise the TriCollege Library Consortium. In addition to shared library systems, the Consortium provides opportunities for librarians to participate in a range of innovative activities and to work closely with colleagues on other campuses on such projects as collaborative collection development, a shared web presence, and digitization initiatives.

Salary & Benefits: Dependent upon qualifications. The starting salary for librarians at Swarthmore is \$47,089. The College offers excellent health benefits, a retirement plan, generous vacation, tuition benefits.

Deadline: We hope that the new Performing Arts Librarian could join us by July 1, 2005. Application review will begin February 7 and continue until the position is filled. Interested applicants will have the opportunity to meet with a member of the search committee at MLA 2005. In your application materials, please indicate whether you will be attending the meeting.

Application: Please send applications with a cover letter, resume, and the names of three references to:

Anne Garrison (Chair, Performing Arts Librarian Search Committee)  
McCabe Library  
Swarthmore College  
Swarthmore, PA 19081

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The UNIVERSITY OF ARKANSAS, Fayetteville, Arkansas, is looking for a Performing Arts Librarian.

The University of Arkansas Libraries seek a Performing Arts Librarian who will be responsible for services and collections associated with performing arts (film, theater, dance, and other performing arts) and media. The Performing Arts Librarian will work collaboratively with other subject specialists, including the music librarian, to develop multimedia and non-print collections that support all academic programs. Reports to the Director for Public Services.

General Duties: The Librarian will oversee daily operations of the Performing Arts and Media Services unit; serve as liaison to the academic programs involved in the performing arts; establish programs, policies, and procedures for services; and manage the collections housed in the unit. Responsibilities will include: providing reference service and library instruction; supervising 2 FTE staff and 15 student staff; maintaining departmental equipment for listening, viewing, and manipulating multimedia formats; integrating assistive technology used in providing services to patrons with disabilities, and developing the collection in non-print media formats in consultation with subject selectors.

Qualifications: Required: MLS (or equivalent) from an ALA-accredited program; bachelor's degree in a performing arts discipline; reference services experience in a research setting; strong public service orientation; knowledge of electronic resources; effective interpersonal and communication skills; supervisory experience; and knowledge of multi-media equipment and resources. Preferred: Master's degree in a performing arts discipline; collection development experience; understanding of cataloging practices related to media and non-print materials; experience with online circulation systems; familiarity with assistive technology used in providing services to patrons with disabilities.

Salary & Benefits: Salary and rank dependent on qualifications. Appointment anticipated at the beginning faculty rank of Assistant Librarian. Minimum salary \$35,000. Tenure-track, twelve-month appointment. Benefits include TIAA/CREF and/or Fidelity, 22 days' annual leave, tuition reduction, health and dental insurance.

Background: Supported by major gifts received through the Campaign for the 21st Century, University goals include increasing enrollment by several thousand students; establishing new academic programs,

especially in the Honors College and Graduate School; and increasing research across the curriculum. In concert with these goals, the Libraries have identified strategic initiatives to meet increasing expectations of students and faculty in this growth environment, including innovations within the Libraries, a higher level of operational excellence, enabling activity to support the University's land-grant teaching and research mission, and dedication, innovation, cooperation, and flexibility among personnel.

The University Libraries hold over 1.7 million volumes. Library personnel (FTE) include 32 library faculty, 80 professional and support staff, 3 library graduate assistants, and 29 student assistants. Under enthusiastic, forward-thinking, visionary management, the Libraries are a dynamic organization, balancing tradition with innovation. The Libraries participate in the Greater Western Library Alliance. In 2004, the University was named one of the best values (45th) among public colleges by "Kiplinger's Personal Finance." For more information, visit the UA home page (<http://www.uark.edu>), the Libraries' home page (<http://libinfo.uark.edu>), and the Fayetteville web site (<http://www.accessfayetteville.org/>).

Located in northwest Arkansas, Fayetteville has been ranked by the Milken Institute as the nation's number one "Best Performing City" in categories of local economy, job market, and reliable growth industries. With a population of over 300,000, the region is one of the fastest-growing in the U.S., has one of the nation's lowest unemployment rates, and hosts the headquarters of two Fortune 500 companies. Situated in the Ozark Mountains, Fayetteville and the surrounding area offer numerous cultural activities and outdoor recreational opportunities.

Deadline: Review of applications begins January 18, 2005, and continues until position is filled.

Application: Send letter of application, résumé, and names, addresses, and telephone numbers of three current references to:

Ms. Janet Parsch, Director for Organizational Development  
University of Arkansas Libraries  
365 N. Ozark Avenue  
Fayetteville, Arkansas 72701-4002  
or by email: [libhrofc@uark.edu](mailto:libhrofc@uark.edu).

The University of Arkansas is an Affirmative Action/Equal Opportunity institution committed to achieving a culturally diverse faculty. Applicants must have proof of legal authority to work in the United States.

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The CENTER FOR POPULAR MUSIC, Murfreesboro, Tennessee, is looking for a Coordinator of Research Collections.

Responsibilities: Serve as principal librarian/archivist for the Center for Popular Music and manage all aspects of the Center's library and archives under the supervision of the director of the Center. The Center currently includes over 155,000 sound recordings, 65,000 pieces of sheet music, 16,000 books and scores (including over 7,000 rare books), and 500 periodical runs, as well as photographs, vertical file materials, posters, manuscripts, and ephemera. Duties include development and implementation of physical and intellectual access systems; provide reference service and supervise reference work, coordinate and supervise Center staff and student workers, work with the audio specialist to provide

access to published and unpublished sound recordings; assist the director with gifts, special purchases, collection development, and perform related tasks as assigned.

Qualifications: Master of Library Science or related degree from an ALA-accredited program is required or Masters degree in history, music, folklore, popular culture, ethnomusicology or related discipline with background in library or archival work. Five years of relevant full-time professional experience required. Strong knowledge of American music and of a disparate range of music research materials; ability to communicate effectively orally and in writing and work well with others in an active research center; experience in cataloging and providing reference service; strong working knowledge of personal computer and software. Preference will be given to candidates with one or more of the following: knowledge of website design and site management; strong preservation skills; experience dealing with sound recordings, sheet music, rare books, iconographic items, and ephemera; a record of research and publication in American music.

Salary: \$42,137 - \$51,825. Commensurate with experience.

Deadline: February 4, 2005

Application: Interested applicants should submit the following required materials: (1) a cover letter indicating interest in the position (SPECIFY ABOVE JOB TITLE AND POSITION NUMBER [#006030] IN YOUR LETTER); (2) a complete resume and (3) an MTSU Application for Employment Form (available by printing off the Internet at: <http://hrs.web.mtsu.edu/empl/approc1.html> or by calling 615-898-2928). Official school transcripts will be required of candidates selected for an interview.

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GEORGE MASON UNIVERSITY, Fairfax, Virginia, is looking for a Performing Arts Liaison Librarian.

General Information: George Mason University Libraries is seeking a Performing Arts Liaison Librarian who will be responsible for all liaison services for Music, Dance, and Theater, with a special emphasis on Music as the key discipline. This liaison librarian will be a member of the Reference Department at the Johnson Center Library which is located in a non-traditional, multi-service student center on the Fairfax campus. The Johnson Center Library houses the circulating music collection, the music reference collection, all musical scores, and the University Libraries media collections, which include a CD collection and an historical LP record collection. The Johnson Center Library also houses a general circulating book collection and other media materials including a video and DVD collection. The position reports to the Coordinator of Reference and Instruction for the Johnson Center Library.

Responsibilities: The Liaison Librarian for Performing Arts is responsible for: preparing and teaching library instruction sessions in the areas of music, theater, and dance as well as some general library research sessions; participating in collection development activities, especially in the assigned subject areas; developing web-based information and instruction materials for the areas of liaison responsibility; providing outreach to assigned liaison departments to promote awareness of specialized library resources in those areas; providing general reference desk service at the Johnson Center Library, including one week night and weekend rotation; providing e-mail, chat and other forms of reference service, and serving on library and university committees.

Qualifications: Required: ALA-accredited MLS or recognized foreign equivalent; academic library reference, instruction, and collection development experience; demonstrated knowledge of resources in



liaison subject areas of music, dance, and theater; ability to communicate effectively and work collaboratively; ability to meet requirements for reappointment and promotion. Preferred: Undergraduate or Graduate Degree in music.

Salary & Benefits: Salary and Rank dependent on qualifications. Professional faculty appointment anticipated at the Librarian II level, with a minimum salary of \$45,000; excellent benefits, including many health plan options and fully paid life insurance; several retirement plans including TIAA-CREF and others, 11 paid holidays, 24 days annual leave, tuition waiver for self. For more information about George Mason University and University Libraries, please visit <http://www.gmu.edu> .

Deadline: Review of applications will begin on February 21, 2005, and will continue until the position is filled.

Application: Apply online for position #FA679z at <http://jobs.gmu.edu>. Please attach cover letter, application, resume, and names, addresses (including email), and telephone numbers of three current professional references. Applications must be made online in order to be considered. GMU is strongly committed to the principle of diversity, and in that regard, seeks a broad spectrum of applicants including women, minorities and people with disabilities for its faculty and staff positions.

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IAML, International Association of Music Libraries, Archives and Documentation Centres, is looking for an Editor for *Fontes Artis Musicae*.

A new editor for *Fontes* is sought to take over in the summer 2005. The person appointed must be interested in promoting new ideas and encouraging free expression, while at the same time building on the past and present strengths of the Association and reflecting the views of members in varied types of music libraries and archives. He or she should be prepared to attend the annual conferences regularly.

Some editing experience is essential, as is good computer literacy. The Editor must have highly developed critical skills and the confidence to revise other people's writing extensively as needed. Many contributors write in what is to them a second language, so the Editor must often take special pains to be sure that the author's intentions are clearly conveyed.

A sharp eye for typographical errors is needed during the publishing process, while a wary watch on financial implications will be needed at every stage. Good comprehension of English, French and German is essential, although there are Assistant Editors in all three languages. The predominant language has nonetheless tended to be English, so the Editor must be proficient in that language.

The most important qualities the Editor can bring to the work are an enthusiasm for the Association and what it stands for, the ability to work in isolation while being one of the key figures in the life of the Association, and – perhaps above all else – a sense of humour!

A search committee for the new Editor was established at the recent meeting in Oslo. It consists of Dominique Hausfater (Chair), John Roberts and Massimo Gentili-Tedeschi.

An honorarium, currently € 1,790.00 plus expenses, is paid to the Editor annually.

If you are interested in applying, please send your application, with details of past experience and your ideas about the position and the future direction of Fontes, to: Dominique Hausfater, Médiathèque Hector Berlioz, CNSMDP, 209 avenue Jean-Jaurès, 75019 Paris, France (dhausfater@cnsmdp.fr). It is expected that candidates will be interviewed during the Warsaw conference (10-15 July 2005), but prospective candidates who cannot be present in Poland should not be deterred from applying.

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The INDIANA UNIVERSITY BLOOMINGTON LIBRARIES, Bloomington, Indiana, are looking for a Visiting Librarian / Project Manager for IN Harmony.

General Information: The Indiana University Bloomington Libraries are seeking a project manager who will be responsible for the day-to-day operation and management of IN Harmony, a project to catalog and digitize sheet music from IU, the Indiana State Library, the Indiana Historical Society, and the Indiana State Museum; and will work closely with staff at each of the partner institutions to facilitate the timely completion of project activities. This is a grant-funded, half-time visiting librarian position.

Responsibilities: Facilitating face-to-face and online communication between project partners, developing and maintaining project documentation, hiring and training digitization and metadata creation staff, ordering and installing equipment at each of the partner institutions, overseeing the ingestion of digital content and metadata into the storage and delivery system, working with project staff to develop the project web site and perform user testing, and ensuring project budgets are met by working in close cooperation with the Office of Sponsored Research and IU Libraries fiscal officer.

Qualifications: Required: ALA-accredited master's degree in library or information science, project management experience, supervisory experience, demonstrated knowledge of best practices in digitization and metadata creation, effective oral and written communication skills, ability to work cooperatively with individuals and groups. Preferred: Web or graphic design experience; training in the planning and administration of usability studies for web-based resources; experience in a digital library program or academic library.

Salary & Benefits: Salary is dependent upon qualifications and experience; limited benefits.

Deadline: Review of applications will begin on 02/04/05.

Application: Please send letter of application, professional vita, and the names, addresses, and phone numbers of four references to:

Virginia Sojdehei  
Personnel Librarian  
Libraries Human Resources  
Indiana University Libraries  
Main Library 201B  
Bloomington, IN 47405

812-855-8165  
Fax: 812-855-2576  
e-mail: sojdehei@indiana.edu

For more information about Indiana University Bloomington, see: <http://www.iub.edu/>. Indiana University is an Equal Opportunity/Affirmative Action Employer committed to excellence through diversity. Indiana University has a strong commitment to principles of diversity and in that spirit seeks a broad spectrum of candidates including women, minorities, and persons with disabilities. Indiana University is an Equal Opportunity/Affirmative Action Employer and encourages applications from candidates with diverse backgrounds.

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LYRIC OPERA OF CHICAGO, Chicago, Illinois, is looking for an Orchestra Librarian.

General Information: Lyric Opera of Chicago announces the following vacancy beginning in the 2005-06 season: Orchestra Librarian. This position is covered by the collective bargaining agreement with the Chicago Federation of Musicians.

Qualifications: Only established professionals in the field will be considered and only the most highly qualified applicants will be interviewed.

Deadline: Interviews will be held in Chicago in the spring of 2005.

Application: Qualified applicants please submit a resume by mail, fax, or e-mail to:

Lyric Opera of Chicago  
Music Administrator  
20 N. Wacker Drive  
Chicago, Illinois 60606

Phone: (312) 332-2244  
Fax: (312) 419-0820  
Orchaud@lyricopera.org

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"THE PRESIDENT'S OWN" UNITED STATES MARINE BAND, Washington, D.C., is looking for a Music Librarian.

General Information: "The President's Own" United States Marine Band will hold interviews for a position on the Music Library staff. Interviews will be held on weekdays during the period May 2-13, 2005 in Washington, D.C.

Responsibilities: The Marine Band Library staff of seven librarians is responsible for preparing music used by the symphonic band, chamber orchestra, and chamber ensembles in over 800 public performances each year.

Qualifications: Candidates should have a background in music and knowledge of instrumental music repertoire. Basic computer skills to include word processing and the ability to use an existing database are essential. The candidate should have good organizational skills, be able to work quickly and accurately, and be willing to work as a part of a team. Music library experience will be considered although all new staff members are trained in the procedures of the US Marine Band library.

Deadline: Review of applications will begin on 02/04/05.

Application: For further information, please write or call the following:

Marine Band Operations  
8th & I Streets, S.E.  
Washington, D.C. 20390-5000

telephone: (202) 433-5714

fax: (202) 433-4752

[www.marineband.usmc.mil](http://www.marineband.usmc.mil)

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INDIANA UNIVERSITY'S ARCHIVES OF AFRICAN AMERICAN MUSIC AND CULTURE, Bloomington, Indiana, is looking for an Administrator and Project Manager.

General Information: Provide administrative leadership, organizational and resource management, strategic planning, and staff supervision for the AAAMC. Serves as part of the leadership team, working collaboratively to support educational programs, donor relations and other development activities. Assist with management of day-to-day operations of the AAAMC, including reference and patron services; provide administrative support to the Director and Head of Collections; assist with preparations of annual reports; coordinate financial transactions including preparation and monitoring of budgets, and payroll/timesheets; assist with processing orders for materials from collections. Assist in collection development activities; devise strategies for soliciting donations of materials; coordinate mailings and other publicity; collaborate with the National Advisory Board and the AAAMC research associates. Assist with web site and database maintenance and development; assist with processing collections and preparation of finding aids. Actively promote the AAAMC's collections and resources. Plans, coordinates, develops, and implements programs and services for students and faculty. Coordinate lectures, conferences, workshops, school field trips, exhibits and other outreach projects; assist with development of PowerPoint presentations; provides tours, lectures, and orientations. Supervise the production process of internal publications such as AAAMC Liner Notes, AAAMC brochures and event flyers; solicit and edit manuscripts for publication series; produce publication schedules; contribute articles and interviews. Supervise/Coordinate support staff and provide administrative support for special projects; conduct research for assigned projects; and conduct oral history interviews.

Qualifications: Required: Degree in arts and humanities field with demonstrated knowledge of African American music. 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. Public relations and community organizing skills. Supervisory experience and strong interpersonal skills. Strong verbal and written communication and research skills; editorial experience. Good problem solving and organizational skills with attention to detail. Ability to prioritize and handle multiple tasks while working efficiently and effectively. Ability to work well with colleagues in a team environment. Demonstrated knowledge of Microsoft Office programs including: Word, Excel, Access; knowledge of graphic applications and page layout software as well as ProCite database; experience with web development and applications. Other Desirable Credentials Include: Work experience in library or archive including the handling and processing of a variety of formats including recorded sound, videos, photographs, and manuscripts. Advanced degree in

music, ethnomusicology, African American studies, Information Science, or related discipline. Experience in fund raising and grant writing.

Salary & Benefits: Department (PA11) <http://www.indiana.edu/~hrm/salary/paminrates.html>

Position#: 00020690 (Second Listing)

NOTE: This position is eligible for overtime.

Deadline: Open until filled.

Application: Applications must be submitted online using the instructions found at <http://www.indiana.edu/~hrm/employment/index.html>.

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The UNIVERSITY OF HARTFORD, West Hartford, Connecticut, is looking for an Assistant Head, Allen Memorial Library.

Position Summary: Assists in the overall management of the Allen Memorial Library. Assumes responsibility for Allen Memorial Library in the absence of the Head of the Library. Oversees the Allen Library Technical Services department.

Key Responsibilities: Establishes, maintains and monitors cataloging policies for music materials for the online database as well as procedures necessary to maintain a steady workflow of the new materials. Evaluates all cataloging performed by staff identifying streamlining opportunities to improve processes as often as possible.\*

Participates in decision-making for the development of strategic plans, policies and procedures for the department.\*

Manages the preservation of the music collection, making recommendations for improvement where applicable. Evaluates all physical processing of music materials.\*

Performs original online cataloging of music materials. Keeps abreast of current national cataloging policies. Creates and maintains local authority records to assure the quality of the library database.\*

Teaches Information Literacy in the Performing Arts (HLM 020), a requirement for The Hartt School first-year students. Provides reference service to both faculty and students, answering scholarly and complex inquiries.\*

Attends conferences and meetings to keep current of the latest developments. Participates in relevant professional organizations. Serves on internal and external committees as appropriate.

Maintains statistics and develops accurate reports for the Head of the Allen Memorial Library.

Provides management, guidance and evaluation to Allen Library Technical Services staff.

Performs other related duties as assigned.

\* Indicates an "essential" job function.

Formal Education: Master's Degree of Library Science from an A.L.A accredited institution required.  
Bachelor's Degree with a major in Music required.

Work Experience: 3 years to < 5 years.

Knowledge and Skills: Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.

Special Skills: \*The ability to work effectively with diverse groups.

Pay Grade: F - Salary Ranges (pdf at [http://www.hartford.edu/hrd/Salary\\_Ranges.pdf](http://www.hartford.edu/hrd/Salary_Ranges.pdf)).

Application: Please send 2 copies of your resume, cover letter indicating which position you would like to be considered for, salary requirements and 3 professional references to:

University of Hartford  
Attn: Human Resources Development  
200 Bloomfield Ave.  
West Hartford, CT 06117-1599

All applicants will receive consideration for employment without regard to race, color, sex, age, religion, national and ethnic origin, disability, sexual orientation, marital status, veteran status or any other protected class.

The University is an Equal Employment Opportunity (EEO) and Affirmative Action employer (AA), Male (M), Female (F), Disabled (D), Veteran (V).

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The UNIVERSITY OF HOUSTON, Houston, Texas, is looking for a Coordinator of the Music Library.

Responsibilities: Plan and administer the programs and daily operations of the Music Library, with considerable scope for planning and implementing new program initiatives, including the application of new technologies to the delivery of services. Supervise, train, and evaluate the employees of the Music Library, including 1 librarian, 1.5 FTE staff, and 5 part-time student employees. Provide reference service in the branch. Develop collections in all formats for music and possibly a second subject area in the humanities. Participate in library instruction for the Music Library. Maintain a close relationship with branch library administrators and the Moores School of Music faculty. Teach Introduction to Musicology, a graduate level course, for the Moores School of Music. May serve limited hours at the reference desk in the M. D. Anderson (main) Library and/or participate in the general user education program of the Libraries. Participate in various library and university activities, including involvement with committees and task forces.

Qualifications: Required: Masters degree from an ALA-accredited program; subject background in music; excellent communication skills and strong service orientation. Preferred: Supervisory experience; bachelors degree or higher in music; experience in a music library; teaching experience

Salary, Rank & Benefits: \$44,000 to \$48,000 anticipated hiring range, depending on qualifications. Excellent benefits package, including health coverage; choice of retirement programs including TIAA-CREF; tax-deferred annuity program available; release time to take a class up to 3 hrs/week; no state or local income tax. The Coordinator of the Music Library is a librarian position. Librarians hold academic ranks pursuant to the University of Houston Librarians Governance document. They are expected to develop a record of service and professional involvement.

Library Information: The Music Library is housed in the building of the Moores School of Music. The Music Library is administered through the Department of Branch Services of the University of Houston Libraries. The UH Libraries are a member of the Association of Research Libraries, the Greater Western Library Alliance, and the Texas Digital Library Alliance. They hold over 2 million volumes and have a current materials budget of \$6 million. Total staff includes 48 professionals and 120 support staff. Additional information available at: <http://info.lib.uh.edu>.

General Information: The University of Houston campus comprises 14 colleges and schools offering close to 80 degree programs with an enrollment exceeding 34,000 students, 7,200 of whom are enrolled in graduate studies. Reflecting the multicultural community of metropolitan Houston, UH is one of the most ethnically diverse research university campuses in the nation. Houston is a major center for music and the performing arts. The city is home to the Houston Symphony, Houston Ballet, and the world-renowned Houston Grand Opera. In addition to UHs Moores School, Houston is also home to Rice Universitys Shepherd School of Music. Houston has established a flourishing cultural life rivaled by few cities in the world and provides a wide variety of music performance opportunities.

Houston is a vital force in the commerce of the nation. Within easy reach of the Gulf of Mexico, Houston enjoys a low cost of living, and was rated eighth among livable North American cities by Places Rated Almanac.

For additional facts about Houston, including information about its housing market, flourishing arts scene, low cost of living, plus other interesting information, visit our Web site at: <http://info.lib.uh.edu/houston/>.

Application Deadline: Applications will be accepted until the position is filled. Send letter of application, names of 3 references, and resume to

Damon Camille  
Training and Assessment Coordinator  
University of Houston  
114 University Libraries  
Houston, Texas 77204-2000

The University of Houston is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and persons with disabilities are encouraged to apply.

The UNIVERSITY OF MARYLAND, College Park, Maryland, is looking for a Librarian, Music Cataloger.

Category: Non-Tenured Faculty, Full-Time (12 Month Appointment)

Salary: Commensurate with qualifications and experience ; Comprehensive Benefits

The University of Maryland Libraries is looking for an innovative and dynamic individual to work in a team environment to provide access to music materials. The University of Maryland is the flagship of the 13-member University System of Maryland. For more information, visit the UM Libraries' website: <http://www.lib.umd.edu>.

Responsibilities: Performs original cataloging and enhances, upgrades, and edits copy for scores and music sound recordings in various languages. Participates in national cooperative programs including the NACO Music Project. Maintains knowledge of library standards and automation and contributes expertise to the planning and implementation of library goals and objectives. Assists in the creation of metadata for digital library music projects. Leads the Music/AV Production Team on a rotating basis with other faculty in the team. Hires, trains, and supervises staff and students. Maintains a good working relationship with the Performing Arts Library. Performs other duties as required.

Qualifications and Experience: Required: ALA-accredited Master's degree in Library Science; Bachelor's degree in music; minimum of one year professional experience cataloging music materials in an academic or research library; knowledge of and proficiency with automated library systems, AACR2, LCRIs, MCDs, LC classification, LCSH, and MARC bibliographic and authorities formats via a national bibliographic utility; understanding of technical services operations, Library of Congress cataloging practices and procedures, emerging cataloging issues and trends; reading knowledge of at least one foreign language. Preferred: Advanced music degree; experience with PCC programs, especially the NACO Music Funnel Project; experience in creating metadata for digital projects.

Deadline: For full consideration, submit cover letter, resume, and names/addresses of three references by April 15, 2005. Applications accepted until position is filled.

Application: Send to:

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

Fax: 301-314-9960  
or email to [gfernan1@umd.edu](mailto:gfernan1@umd.edu)

The University of Maryland is an EEO/AA employer.

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YALE UNIVERSITY, New Haven, Connecticut, invites applicants for its Yale Special Collections Humanities Fellowship.



The Yale University Library invites applications for its post-doctoral humanities fellowship program. The two-year fellowship offers recent Ph.D. recipients an opportunity for in-depth research using the Yale Library's special and archival collections, as well as for limited undergraduate teaching responsibilities.

Yale's special collections offer extraordinary riches. They include written materials of every kind, but they also go before and beyond the written word in many ways. Maps, photographs, sound and video recordings, music scores, art works, coins, and other items of great cultural and historical importance are included in the collections. Set in the context of extensive holdings of journals, monographs, and reference works, these treasures represent Yale's intense commitment to preserve the record of the human past on every continent and in every age of history. See [http://www.library.yale.edu/special\\_collections/](http://www.library.yale.edu/special_collections/) for additional information on the Library's special collections.

Special Collections Humanities Fellows will be in residence for a two-year period, beginning in the summer. They will be provided offices at Yale's Whitney Humanities Center and will be encouraged to participate fully in the interdisciplinary life of the Center. During the course of the two-year period, each fellow will present a talk at the Whitney Humanities Center outlining his or her use of the special collections and sharing insights on how best to use the collections. The two summers and the first academic semester will be devoted entirely to research and course development. During the remaining three semesters, fellows will teach one course per term-and receive appointments as lecturers in the relevant department-while continuing their research and course development. Each fellow will be assigned a library-based subject specialist liaison and a faculty mentor.

Successful candidates will use the special collections held by the Yale University Library as the basis for their research and teaching. Preference will be given to:

- applicants who demonstrate an interest in multi-disciplinary endeavors or who propose to use more than one collection at Yale;
- applicants whose scholarly interests align most closely with the Library's special collections and whose academic careers would benefit most from use of these collections;
- those whose prospectus indicates the expected completion of a research project (e.g., a publication, exhibit, or Web site), or whose skills and training suggest that their bibliographic work is likely to result in broader access to particular special collection holdings (e.g., in-depth finding aids, specialized processing, creation of digital surrogates).

Special consideration will be given to applicants proposing to work (at least in part) on collections for which no other fellowships are specifically designated.

The fellowships are open to recent Ph.D. recipients (within 5 years of earning their degrees). There is no application form. Applicants are asked to submit a curriculum vitae, a short prospectus outlining the collection(s) they propose to use during the fellowship, an overview of the ways such materials might be used in teaching, and a statement on the types of library support expected/required and the fellow's view of potential collaborations among the fellow, the faculty, and the library (not to exceed five pages). Two confidential letters of reference that address the applicant's prospectus and qualifications for the fellowship are also required.

Materials should be sent directly to:

Alice Prochaska

University Librarian  
Yale University  
P.O. Box 208240  
New Haven, Connecticut 06520-8240

The fellowships offer an annual stipend of \$46,700 and an annual travel/research allowance of \$1,500. Applications for the 2005-2007 fellowship must be received by March 28, 2005. Awards will be announced by mid-May. Successful applicants must be in residence by September 6, 2005.

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CLEMSON UNIVERSITY, Clemson, South Carolina, is looking for a Special Formats Cataloger.

Responsibilities: Catalogs and classifies video recordings, sound recordings, computer files, music scores and maps, and assists in the cataloging of archival collections. Participates in catalog maintenance, quality control and assessment of cataloging policies and procedures. Develops and documents policies and procedures for new formats. Supervises one full-time employee. Reports to Head of Cataloging.

Qualifications: Required: ALA-MLS. Minimum two years cataloging experience (professional or paraprofessional), knowledge of standard cataloging tools (AACR2, MARC21, LCC, LCSH, OCLC). Must have demonstrated dependability, flexibility and excellent time management skills in previous jobs. Ability to work successfully in a group environment. Must have experience with integrated library systems and PC office software. Preferred: Experience cataloging special formats and foreign language materials; previous supervisory experience; knowledge of Innovative Interfaces Millennium system; knowledge of emerging media formats.

Salary, Rank & Benefits: \$37,500 minimum. Negotiable depending on qualifications. For more information and a complete job description see [www.lib.clemson.edu/libjobs/faculty/specfrmts.htm](http://www.lib.clemson.edu/libjobs/faculty/specfrmts.htm). Faculty rank and status, tenure-track position.

Deadline: Only applications postmarked by May 12, 2005 will be guaranteed a full review.

Application: Submit a letter addressing the qualifications listed above, detailed resume, and names, addresses, and telephone numbers of three professional references to:

Joyce Peebles  
Human Resources Manager  
R.M. Cooper Library  
Box 343001  
Clemson University  
Clemson, SC 29634-3001

Phone: 864-656-0814  
Fax: 864-656-0758

This information may be submitted electronically as a single attachment in Word, PDF, or RTF format to [peebles@clemson.edu](mailto:peebles@clemson.edu).

Clemson University is an Affirmative Action, Equal Opportunity Employer.

CORNELL UNIVERSITY, Ithaca, New York, is looking for a Music Librarian.

General Information: Cornell University seeks an experienced, creative librarian to succeed Lenore Coral in leading its Sidney Cox Library of Music and Dance. The Cox Library is one of 20 units of the Cornell University Library, which supports teaching, research, and learning at Cornell through a foundation of outstanding collections and highly ranked services. The Cornell University Library received the ACRL Outstanding Academic Library award in 2001 and is an active contributor to digital library innovations.

Housed in newly renovated Lincoln Hall, the beautiful Cox Library is one of the finest music libraries in North America; it provides outstanding service to music and dance scholars and creators. The Cox Library supports all the programs of the Department of Music: musicology in the broadest sense (including ethnomusicology and theory), composition, performance, and historically informed performance practice, as well as the programs in dance (a unit of the Department of Theatre Arts). The collection includes more than 135,000 volumes, 60,000 sound recordings, and over 1,000 video recordings. Originally focused primarily on Western art music and dance, in recent years it has increasingly emphasized non-Western, folk, and popular music as well.

Responsibilities: The Music Librarian is responsible for the overall management of the Music Library. In addition to currently supervising the Library's 1 librarian and 6 (4FTE) support staff and its student assistants, the Music Librarian is responsible for administering a materials budget of \$132,000 for collection development of the subject areas served by the Library; overseeing high quality and innovative reference assistance; coordinating technical services operations; working closely with the faculty and students of the Department of Music in developing the collections holdings and in providing support for the Department's research and teaching activities. Collaborating with others, both at Cornell and nationally and internationally, this individual will also be expected to participate actively in the development of new digital projects and services. Serves on the Council of Librarians and other Cornell University Library management groups. All librarians at Cornell must promote effective relationships with colleagues, their respective campus constituencies, and appropriate donors. They must also actively participate in professional associations and/or carry out research and publication in their subject field. Appropriately qualified librarians will also be considered for an adjunct or joint faculty appointment in the Department of Music.

Requirements: MLS or appropriate graduate degree and an academic music background. Successful managerial and collection development experience in an academic or research library. Demonstrated teaching and/or library instruction experience. Awareness of national and international issues and trends in music librarianship and information technology. Excellent oral and written communication skills. Ability to work independently and collaboratively in a rapidly changing environment. Significant participation in professional associations and/or relevant publications demonstrating leadership in library, university, national and international programs and initiatives. Desired: Seven or more years of progressively responsible professional experience in an academic or research library, preferably specializing in music. Advanced degree in music, preferably the Ph.D. in musicology. Reading knowledge of one or more Western European languages. Grant writing and other fund raising experience.

Salary & Rank: Salary and rank will be dependent upon qualifications and experience.

Deadline: Applications requested by May 1, 2005. Review of applications will begin immediately and will continue until the position is filled.

Application: To apply visit <http://www.ohr.cornell.edu/jobs/>, search under the job category of Librarians, and select posting number 03692. Follow the instructions for online submission including a cover letter, resume, and the names, phone numbers, and addresses for three references; if possible, submit a sample publication as well. For further information you can contact:

Susan Markowitz  
Director of Library Human Resources  
201 Olin Library  
Cornell University  
Ithaca, NY 14853-5301

Cornell University is an Affirmative Action/Equal Opportunity Employer strongly committed to diversity. We value qualified candidates who can bring to our community a variety of backgrounds and experiences.

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FLORIDA WEST COAST SYMPHONY, Sarasota, Florida, is looking for a Librarian.

General Information: This is a full-time seasonal position. The librarian will be employed September 1 – June 1. Some music preparation will be necessary over the course of the summer, but residence in Sarasota will not be required during this time. The librarian will work closely with the Principal Librarian to see that all music preparation and general library tasks are taken care of throughout the year.

Duties: Assist in all aspects of music preparation for the Florida West Coast Symphony and Sarasota Music Festival. Attendance at all rehearsals. Shared responsibility of concert duty with Principal Librarian. Upkeep of library data in OPAS. Oversee preparation of materials for youth program (part-time assistance is hired for this program).

Qualifications: A Bachelor Degree in Music or comparable education and experience. 2-3 years of experience in a professional orchestra library. Experience with OPAS preferred. Proficiency with general word processing and data software. Ability to multi-task effectively while maintaining accuracy. Ability to communicate effectively with conductors and guest artists. A strong attention to detail.

Deadline: April 8, 2005

Application: All interested candidates are invited to apply. If interested, please send a résumé and cover letter to:

Pat Joslyn  
Artistic Administrator  
Florida West Coast Symphony  
709 Tamiami Trail  
Sarasota, FL 34236

Fax: 941-953-3059  
[job@fwcs.org](mailto:job@fwcs.org)

No phone calls please

HARMONIE PARK PRESS, publisher of The Music Index: A Subject Author Guide to Music Periodical Literature, is looking for freelance translators who possess knowledge of Italian or Serbo-Croatian.

General Information: The position is for an "independent contractor" and work is on an "as need" basis. Requirements include the ability to translate articles of substance into English and write a short abstract - highlighting the subject, person, organization, etc., of music importance.

Application: For further information, please contact:

Elaine Gorzelski

Publications Director

Phone: 586 755-3080

Fax: 586 755-4213

E-mail: [egorzelski@harmonieparkpress.com](mailto:egorzelski@harmonieparkpress.com)

NAXOS OF AMERICA, INC., Franklin, Tennessee, is looking for a Sales and Marketing Representative, Naxos Music Library.

Abstract: The Naxos Music Library (Franklin, TN) is currently looking to fill the position of Sales and Marketing Representative. The position will be responsible for learning the Naxos Music Library very thoroughly to successfully sell the database service to various institutions. The candidate must be a self-starter with very strong written and verbal skills. The candidate must be able to work in a fast paced environment, be good at multi-tasking, and work well with prospective clients. Basic knowledge of online content distribution technology will be necessary. Cold calling and a moderate amount of travel are required. A background in database sales a plus.

The Naxos Music Library (NML) is an interactive online musical database featuring more than 80,000 musical tracks for online full track listening. It also features information on the performances, conductors and recordings, as well as a variety of teaching resources to facilitate its use in academic and public libraries. Rated very highly by experts in education, music and online databases, the NML has seen excellent growth in its first two years of existence. For more information about NML content, go to: <http://www.naxosmusiclibrary.com> and sign up for a free trial.

This position will be responsible for the sales and marketing of the Naxos Music Library subscription service in various market sectors for Naxos of America Inc.

Objective: To increase Naxos Music Library database sales revenue by creating and executing creative sales and marketing efforts, calling prospective client lists, and by having an integral knowledge of the market and the product.

Key Responsibilities: Primary point of contact for the Naxos Music Library

Maintain detailed sales pipeline

Provide weekly updates and forecasts on sales trends, projected sales, and any other items that influence sales

Run periodic sales reports for analysis. Identify business opportunities and market sectors that could increase revenue

Optimize up-sell, attach rate, and cross-sell opportunities by monitoring and following up on sales orders and quotes

Interact and serve as an internal resource for all departments in facilitating the sales process of the Naxos Music Library

Develop, organize, and conduct training on the Naxos Music Library through web conferencing, trade shows and travel

Create and/or use existing sales tools to increase product awareness

Key Qualifications:

4 Year college degree

Minimum 2 years of technical sales experience or database sales

Proven track record in sales

Knowledge of the educational database market

Excellent verbal and written communication skills

Ability to juggle several major projects at once without dropping the ball

Self-starter with the ability to multi-task

Ability to work in a fast paced environment

Knowledge and experience with Microsoft Business Solutions -especially Microsoft CRM

Competitive benefits. Our employees work in a comfortable and friendly environment. Training provided.

Application: Please email resume to: [nmljob@naxosusa.com](mailto:nmljob@naxosusa.com)

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The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Librarian III in The Research Libraries/Technical Services/Cataloging Division/Monograph Cataloging Section.

Eligibility Requirements: ALA accredited Master's degree in Library and Information Studies.

Undergraduate or graduate major in music, preferably in musicology. Substantial successfully demonstrated professional cataloging experience in a large academic or research library. Knowledge of music history and experience in cataloging music scores. Knowledge of AACR2 and Library of Congress policies and practices for subject and descriptive cataloging of music scores and monographs issued in various formats (CD-ROM's, videotapes, audio cassettes, sound recordings, and electronic format.) Successfully demonstrated experience using OCLC or RLIN. Successfully demonstrated experience working with an integrated system, preferably INNOPAC. Substantial knowledge of two unrelated Western European languages, preferably one Germanic and one Romance. Demonstrated experience in training and supervising staff. Successfully demonstrated ability to follow detailed oral and written instructions and to adapt to a changing environment; and to work in team effort situations as well as independently.

General Description: Under direction of Head of the Monograph Cataloging Section, performs original cataloging for music scores and monographs issued in various formats. Performs descriptive cataloging, subject analysis, and classification. Performs original cataloging of monographs in other subject areas as required. Trains and supervises music catalogers and paraprofessionals performing copy cataloging of music materials. Creates and verifies authority records for contribution to the NACO/SACO program. Performs cataloging database maintenance. Works in an on-line environment using various resources as needed, including OCLC, RLIN, CATNYP and the Internet as well as other software programs. Compiles statistical reports. Performs related duties as required.

Application: To apply, send cover letter and resume. Please refer to job code: LM-L3CMC

Email: [lsresumes@nypl.org](mailto:lsresumes@nypl.org)

Fax: 212-592-7327

Mail:

The New York Public Library  
HR Dept job code: LM-L3CMC  
188 Madison Ave., 5th Floor  
New York, NY 10016

Equal Opportunity Employer

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PRINCETON UNIVERSITY, Princeton, New Jersey, is looking for an Assistant Music Librarian.

General Information: The Princeton University Library, one of the world's most respected research institutions, serves a diverse community of 6,600 students and 1,100 faculty members with more than 6 million printed volumes, 5 million manuscripts, and 2 million nonprint items. The holdings in its central facility and 15 specialized libraries range from ancient papyri and incunabula to the most advanced electronic databases and digital collections. The Library employs a dedicated and knowledgeable staff of more than 300 professional and support personnel, complemented by a large student and hourly workforce. More information can be found at the Library's Web site: <http://libweb.princeton.edu/>.

Description: The Arthur Mendel Music Library, located in the Woolworth Center for Musical Studies, opened in 1997 and brings together most of the music collections of Princeton University. The Mendel Library houses books on music, printed music, periodicals, microforms, sound recordings, video recordings, and electronic resources; library space includes listening facilities, a reading room, a graduate seminar room, video and microform viewing stations, computers, and graduate carrel space. The Music Library at Princeton supports teaching and research in Western music history, music theory, composition, world music, and popular music on both the undergraduate and graduate levels, as well as advanced work by faculty and scholars from around the world. Detailed descriptions of the collections can be found at the Music Library's web site: <http://libweb.princeton.edu/libraries/music/index.php>.

Duties and Responsibilities: Princeton University seeks an energetic, service-oriented librarian who is skilled in both public and technical services functions. The major areas of responsibilities for this position will include enriching and extending the public service outreach of the Music library through new techniques, work on a variety of digital initiatives, as well as both the cataloging of materials and the development, recommendation and implementation of policies and procedures for materials management at the Music Library. The latter will involve extensive collaborative work with Technical Services staff in Firestone Library to assure smooth and timely progress of acquisitions, cataloging, and bibliographic control of music materials. The Assistant Music Librarian will also provide help with collection development activities in all formats; work to develop online instructional materials and assist with related web page development; and help to develop and maintain a progressive program of instruction for all music library patrons. The position will also provide support to other operational areas of the Music Library, including its digital audio reserves projects and circulation. This position reports to the Music Librarian.

Qualifications: Required: 1) M.L.S degree (earned or expected by application closing date) from ALA accredited library school or equivalent combination of education and professional experience; 2) B.A./B.M. in Music or a related subject; 3) knowledge of music literature and music reference sources, as

well as experience with a broad range of electronic sources; 4) knowledge of current developments in information and digital technologies, as well as cataloging protocols; 5) strong interpersonal, oral and written communication skills; 6) ability to work collaboratively with other Music and wider Library staff; 7) ability to work independently on a variety of projects; 8) 0-2 years experience working in an academic music library, or equivalent combination of education and experience. Preferred: 1) Advanced degree in music; 2) Working knowledge of at least one foreign language; 3) Experience with web development; 4) Previous experience working with digital projects, including on-line reserves development; 5) Experience with Collection Development; 6) Supervisory experience.

Salary, Rank & Benefits: Dependent upon qualifications and experience. Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance.

Deadline: Available 1 July 2005. Review of applications will begin immediately and will continue until the job is filled.

Application: Nominations and applications (resume and names, titles, addresses and phone numbers of three references to be contacted) should be sent to:

Search Committee for Assistant Music Librarian  
c/o Lila Fredenburg  
Human Resources Librarian  
Princeton University Library  
One Washington Road  
Princeton, New Jersey 08544

Submissions via e-mail to [lfredenb@princeton.edu](mailto:lfredenb@princeton.edu) and fax (609-258-0454) are also welcomed.

Princeton University is an Equal Opportunity/Affirmative Action Employer. For information about applying to Princeton, please link to <http://web.princeton.edu/sites/dof/ApplicantsInfo.htm>.

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VANDERBILT UNIVERSITY, Nashville, Tennessee, is looking for a Music Librarian for Public Services.

Description: Vanderbilt University is seeking a creative and client-centered Music Librarian for Public Services. Reporting to the Director of the Anne Potter Wilson Music Library, the Music Librarian will provide oversight for circulation services, reference and research services as well as library instruction programs. In addition, the Music Librarian will manage the work of student assistants and assume responsibility for equipment and facility operations. The Music Librarian will work closely with staff in the Heard library system and will participate in system-wide committees and working groups. The librarian will be expected to be active in contributing to professional organizations. Other areas of responsibility will be developed depending on the needs of the library and the interests of the incumbent, including contributing to the Vanderbilt Global Music Archive initiative.

Qualifications: A Master's degree from an ALA-accredited program or its equivalent is required. An undergraduate degree in music or the equivalent is also required. Successful experience providing high-quality customer service is essential as well as knowledge of scholarly communication in music.



Experience with an integrated library system and graduate work in musicology or ethnomusicology are greatly desirable.

Environment: Vanderbilt University consists of ten schools and colleges with an enrollment of 10,000. The University is served by the Jean and Alexander Heard Library system, which has a collection of over 3 million volumes and a staff of 218. Vanderbilt is a member of ARL, CRL, and SOLINET. The Anne Potter Wilson Music Library is located in the 136,000 sq. ft. Blair School of Music and is the third-busiest library at Vanderbilt. The Music Library has a staff of 5 (including 2 other librarians). The Blair School has an undergraduate enrollment of 180 music majors and extensive community music programs. The Library supports the research and curriculum needs of the Blair School, as well as the wider Vanderbilt community. The collection in music includes over 70,000 books, scores, and recordings and 170 journal subscriptions and numerous electronic resources. For more information on the Anne Potter Wilson Music Library and the Blair School of Music, consult the library home page at <http://www.library.vanderbilt.edu/music>. Vanderbilt University is located in Nashville, Tennessee, a major business and education center in the mid-South with a population of over one million in the metropolitan area.

Compensation: Salary negotiable depending on experience (\$36,000 minimum). Benefits are those applicable to exempt employees of Vanderbilt University, including health insurance; retirement plan options; a tuition discount program; and paid vacation, holidays, and sick leave. A summary of benefits can be found at <http://www.vanderbilt.edu/hrs/benefits/staffsummary.htm>.

Deadline: Review of applications will begin on April 1, 2005 and continue until the position is filled.

Application: Send letter of application addressing your suitability for this position and résumé, with names, addresses, and telephone numbers of three references to:

Lisa C. Shipman  
Library Personnel Officer  
Vanderbilt University Library  
419 21st Avenue South  
Nashville, Tennessee 37240-0007

Vanderbilt University is an equal opportunity, affirmative action employer. Minorities, persons with disabilities, and women are particularly encouraged to apply.

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HAVERFORD COLLEGE, Haverford, Pennsylvania, is looking for a Humanities Librarian for Music and Literature.

General Information: Haverford College seeks an early career Humanities Librarian for Music and Literature to work in a highly collaborative environment on general reference/instruction services, collection development for Music and Modern Languages/Literatures, administration of a music library, and the development of library-related information and instructional technologies. See full job description at <http://www.haverford.edu/library/jobs/humanities.html>.

Duties and Responsibilities: Serves in the Library as a member of the College Information Resources (CIR) staff and supports the College's achievement of its educational goals by:

providing services and building collections for Music and Modern Languages/Literatures departments  
administering a departmental Music Library  
collaborating with staff in CIR to explore and implement information and instructional technologies  
collaborating with Bryn Mawr and Swarthmore College staff in providing these services in a well-developed consortial environment.

Reports to the Coordinator for User Services and Collections.

Specific Duties and Responsibilities:

1. Serves as library liaison to the Music and Modern Languages/Literature departments by developing close working relationships with faculty and students. Provides a full range of reference and instructional services including research assistance and bibliographic instruction both in and out of the classroom. Creates materials in support of reference and instruction. Works at the reference help desk in Magill Library including some nights and weekends.
2. Develops and manages collections in Music and Modern Languages/Literatures in all formats. Coordinates collection development with Bryn Mawr and Swarthmore Colleges.
3. Administers the departmental Music Library in Union Music Building. Operations include course reserves, circulation, stack maintenance, equipment troubleshooting, etc. Hires, trains, and supervises student assistants in the Music Library. Plans for the improvement of Music Library facilities.
4. Uses the full range of analog resources and digital technologies available to the contemporary librarian to serve faculty and students. In conjunction with other CIR staff, explores and implements information access and instructional technologies, especially those related to digital media and collections.
5. Contributes to cooperative projects of the Tri-College Consortium (Bryn Mawr, Haverford, and Swarthmore Colleges) through membership on working groups or committees.
6. Assumes other duties as assigned.

Qualifications: American Library Association accredited masters degree or the equivalent in work experience, education, or cultivated interests required. Academic degree, work experience, or a high level of expertise in music or modern languages/literature required. Bibliographic knowledge of two modern European languages in addition to English required. Knowledge of and commitment to the values of liberal arts education required.

Experience with reference work and instruction highly desirable. Experience with library collection development desirable. Supervisory experience highly desirable. Experience with information technology in higher education highly desirable such as audio and video streaming technologies, online visual resources, course management systems, content management systems, web publishing, or academic uses of social/collaborative software.

Demonstrated user-oriented approach to service required. Excellent interpersonal skills and the ability to work energetically and collegially with all constituencies of the academic community required. Superior oral and written English-language communication skills required. Problem solving skills and enthusiasm for exploring new ground required. The ability to work both as a member of a team and independently required.

The Position and the College: This early career position affords an excellent opportunity for a new humanities-oriented librarian to pursue a career in an outstanding liberal arts college. The College seeks candidates who take an expansive approach to the work of librarianship, to involvement in the work of

students and faculty, and to the integration of their work with that of other curriculum support units in the College.

Located on a wooded suburban campus less than ten miles from the center of Philadelphia, Haverford College is a highly selective liberal arts institution of approximately 1100 students and over 100 faculty. The Quaker foundation and traditions of the College encourage a respect for the individual and an openness of exchange that make it attractive to intellectually ambitious and socially conscious students. A CIR staff of almost 45 offers a supportive environment for independent, team-oriented, creative, committed librarians seeking intellectual and professional growth through involvement in the work of faculty and students. Local Haverford library and information technology resources are substantially leveraged by consortial relations with Bryn Mawr and Swarthmore Colleges.

Salary & Benefits: The salary is competitive with generous benefits.

Deadline: May 27, 2005

Application: Please tell us how you meet these qualifications in your letter of application, and send the letter, your resume, and the names of three references to:

Donna Fournier  
Magill Library  
Haverford College  
Haverford, PA 19041-1392

Direct questions to Donna Fournier ([dfournie@haverford.edu](mailto:dfournie@haverford.edu), 610-896-1174). Please visit the Library's website at <http://www.haverford.edu/library>. Haverford College is an equal employment opportunity, affirmative action employer.

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The UNIVERSITY OF ILLINOIS AT CHICAGO is looking for a Summer Intern in Music Librarianship.

General Information: UIC MUSIC is developing "The Choral Resource," an extensive library of choral music designed for choral directors to browse quality choral music for all levels of choirs. The growing resource consists of at least 1500 pieces of choral music, recordings, programs, videos, computer resources, etc. Developing/organizing this resource from the ground, up, would be a fine opportunity for a music librarianship student.

Salary: This is a non-paying internship, and can be flexible with hours over the summer.

Application: Interested candidates should contact Mary Ellen Pinzino at [mpinzino@uic.edu](mailto:mpinzino@uic.edu).

The CENTER FOR POPULAR MUSIC, MIDDLE TENNESSEE STATE UNIVERSITY, Murfreesboro, Tennessee, is looking for a Librarian.

Responsibilities: The Librarian works under the supervision of the Center's Coordinator of Research Collections and with the Manager of Recorded Media Collections in managing a large library and archive that spans a broad range of materials relating to the history of American popular music, and that is recognized as one of the leading institutional popular music collections in the U.S.

Specific duties include: coordinating acquisition and physical processing of new books; cataloging new and special collections books and sound recordings; providing reference service to Center patrons in person, on the telephone, through the mail, and via the Internet; managing subject and biographical clipping files; supervising the work of one or more student assistants; assisting with general operations of the Center; other duties as may be assigned.

Qualifications: M.L.S. or equivalent degree from an accredited library school, and two years of relevant full-time professional experience, preferably in a music library or archive.

Additional Knowledge and Abilities: Knowledge of LCMARC/OCLC input standards for the creation of new catalog records and editing existing ones. Knowledge of Library of Congress classification system and subject headings. Knowledge of information management software programs (InMagic/DBText and Endeavor/Voyager in use). Strong knowledge of American popular music history and of a wide range of popular music reference materials is highly desirable. Strong knowledge of personal computers and software. Ability to communicate effectively orally and in writing, and to work well with others in an active, interdisciplinary research center that is part of a large university community.

Salary: \$36,482 – 44,508. Commensurate with experience.

Deadline: July 5, 2005

Application: Interested applicants should submit the following required materials:

- (1) a cover letter indicating interest in the position (SPECIFY ABOVE JOB TITLE AND POSITION NUMBER: 006040 / REQ. #P2920 IN YOUR LETTER);
- (2) a complete resume and
- (3) an MTSU Application for Employment Form, available by printing off the Internet at: <http://hrs.web.mtsu.edu/empl/approc1.html> or by calling (615) 898-2928. Official school transcripts will be required of candidates selected for an interview. Submit application materials to:

MTSU Employment Office  
Cope Administration Building, Room 215  
Middle Tennessee State University  
Murfreesboro, TN 37132

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The CENTER FOR POPULAR MUSIC, MIDDLE TENNESSEE STATE UNIVERSITY, Murfreesboro, Tennessee, is looking for a Manager, Recorded Media Collections.

Responsibilities: The Manager of Recorded Media works under the supervision of the Center's Coordinator of Research Collections in overseeing the organization, development, preservation, maintenance, and use of the Center's holdings of recorded [primarily audio] media. The Center's library and archive is recognized as one of the leading institutional popular music collections in the U.S.; its audio collections presently consist of 160,000 commercial sound recordings in all historical formats, and hundred of hours of manuscript recordings.

Specific duties include: Operating the Center's audio restoration laboratory to carry out the Center's own preservation needs and to serve a wide range of patrons and requests (from making reference-quality dubs for research to re-mastering for commercial CD release or broadcast); developing and executing audio preservation plans and policies for the Center; developing original audio outreach projects such as radio shows and CD releases; engaging in field/location recording; providing reference assistance to a wide range of patrons; supervising the work of one student assistant; assisting with general operations of the Center; other duties as may be assigned.

Qualifications: Bachelor's degree in appropriate field. Two years relevant professional experience. Graduate degree in audio engineering, library science, archival work, or other relevant field desirable.

Additional Knowledge and Abilities: Experience working with sound recordings in an archival setting and knowledge of specialized equipment used for preservation work including turntables, phonographic styli, restoration pre-amps, equalization and filtering devices, disc and tape cleaning equipment, etc. Knowledge of historic audio formats including commercial 78 rpm discs, instantaneous discs, and magnetic tape, and knowledge of proper preservation practices for them. Knowledge of the recommended practices and guidelines for archival restoration and transfer of sound recordings, including digital formats. Strong knowledge of American popular music is highly desirable. Ability to communicate effectively orally and in writing, and to work well with others in an active, interdisciplinary research center that is part of a large university community.

Salary: \$34,823 – 42,136. Commensurate with experience.

Deadline: July 5, 2005

Application: Interested applicants should submit the following required materials:

- (1) a cover letter indicating interest in the position (SPECIFY ABOVE JOB TITLE AND POSITION NUMBER 006060 / REQ. #P2919 IN YOUR LETTER);
- (2) a complete resume and
- (3) an MTSU Application for Employment Form, available by printing off the Internet at: <http://hrs.web.mtsu.edu/empl/approc1.html> or by calling (615) 898-2928. Official school transcripts will be required of candidates selected for an interview. Submit application materials to:

MTSU Employment Office  
Cope Administration Building, Room 215  
Middle Tennessee State University  
Murfreesboro, TN 37132

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DUKE UNIVERSITY, Durham, North Carolina, is looking for a Head of the Music Library.

General Information: Duke University Libraries seeks an experienced, innovative librarian responsible for the overall management of the Music Library. S/He will coordinate the systematic and balanced growth of the music collection by selecting both current and retrospective materials to support the curriculum and research needs of the university community in close consultation with faculty in the Department of Music. This individual will also participate actively in the development of digital initiatives and services by collaborating with the Digital Production Center and the Rare Book, Manuscript and Special

Collections Library. Appropriately qualified librarians may participate in the teaching program of the Department of Music, serve on graduate committees and/or take part in faculty meetings and advise graduate students.

For more information about this opportunity, please visit the Duke University Libraries HR/jobs website at <http://library.duke.edu/about/depts/hr/jobs/>.

Qualifications: Required: MLS or appropriate graduate degree; five years of relevant academic or special library experience; strong subject competence in music and successful collection development experience in an academic or research library; demonstrated leadership, management and supervisory skills; broad knowledge of the library's role in music instruction and research; awareness of national and international issues and trends in music librarianship; and ability to work independently and collaboratively in a rapidly changing environment. Preferred: Advanced degree in music, preferably the Ph.D. in musicology. Reading knowledge of one or more Western European languages.

Salary, Rank & Benefits: Salary and rank dependent upon qualifications; competitive benefits package.

Deadline: Review of applications will begin in mid-June and continue until the position is filled.

Application: To apply, please send a cover letter, detailed resume and the names, addresses (postal and e-mail), and telephone numbers of three references to:

Ann Elsner  
Director of Administrative Services  
Perkins Library  
Box 90193  
Duke University  
Durham, NC 27708

or e-mail your application materials to [library-jobs@duke.edu](mailto:library-jobs@duke.edu). Duke University is an Equal Opportunity/Affirmative Action Employer.

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FURMAN UNIVERSITY, Greenville, South Carolina, is looking for a Music Librarian.

Furman University, one of the nation's top ranked liberal arts colleges, is seeking a talented librarian for the position of Music Librarian.

Responsibilities: Manages the operations of the Maxwell Music Library, providing research assistance and library instruction and overseeing circulation and collection development. Supervises student workers. Serves as library liaison to Music and other departments. Participates in general library and faculty activities. Collaborates with other library faculty in planning the optimal delivery of services in the main library and branch libraries.

Requirements: ALA/MLS, undergraduate or graduate degree in music, academic library experience, knowledge of music resources and information technology. Experience in music librarianship preferred. A complete job description is available at <http://library.furman.edu/staff/positions.htm>.

General Information: Furman University is a highly selective, independent liberal arts college of 2800 students and 235 faculty. It is distinguished by its commitment to engaged learning, a problem-solving approach to education. The Music Department offers music lessons, ensembles, and courses to students in a liberal arts curriculum as well pre-professional music training to over 160 music majors with degrees in performance, music education, music theory, and church music. Furman's 750 acre campus in the foothills of the Blue Ridge Mountains is considered one of the most beautiful in the nation. It is located fifteen minutes from downtown Greenville, SC, one of the South's most prosperous and international cities with a metropolitan population of 450,000 and an excellent array of cultural events, restaurants, and shopping. The campus is also just forty-five minutes from Asheville, NC, which provides a wide variety of outdoor recreation and entertainment opportunities.

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The Furman University Libraries have 13 faculty rank librarians and 15 staff. The libraries contain 450,000 volumes and have an annual acquisitions budget of over \$1 million. The Maxwell Music Library which opened in March 1998 brings together print, audio, and digital music resources. The collection consists of over 15,000 books and scores, 3000 compact discs, and 55 current periodicals. A component of the Robert J. Maxwell Music Media Center located in the Nan Trammell Herring Music Pavilion, it includes individual listening stations and adjoins a music computer lab which utilizes Musical Instrument Digital Interface (MIDI) and digital audio technology. For more about the libraries see <http://library.furman.edu>.

Salary & Benefits: Salaries are competitive and commensurate with experience. Librarians have faculty status, 10 paid holidays, 20 days vacation, and an excellent benefits package, including domestic partner benefits.

Deadline: Review of applications will begin July 15, 2005, and will continue until the position is filled.

Application: Submit letter of application, resume, transcripts (copy acceptable initially), names, addresses, and phone numbers of three references to:

John K. Payne  
Associate Director of Libraries  
Furman University  
3300 Poinsett Highway  
Greenville, SC 29613

AA/EOE/ADA

GRINNELL COLLEGE, Grinnell, Iowa, is looking for a Library Assistant, Burling Library Listening Room.

Responsibilities: Manages the Listening Room: selects, acquires, and catalogs materials for the audiovisual collection expending an acquisitions budget of \$25,000; operates, maintains, and makes recommendations for upgrading audiovisual equipment; supervises 64 hours per week of student assistants, and provides public services to faculty, staff and students.

Qualifications: A bachelor's degree in music or equivalent relevant background is required. Three to five years experience, preferably in a library, is desirable. Experience in cataloging is required and experience in special formats cataloging desirable. Knowledge of the major musical styles, forms, genres and composers; fluency in reading music; familiarity with a foreign language, German, French and Italian preferred (these are the most common languages used in writing and publishing music). Familiarity with multiple-component sound systems, recording and editing techniques; ripping, compressing and writing digital audio files is highly desirable. Must be extremely detail-oriented and have demonstrated ability to multi-task.

Deadline: Applications will be reviewed upon receipt, and will continue until the position is filled.

Application: Submit a letter of application and a resume, including a list of three employment references to:

Office of Human Resources  
Grinnell College  
Grinnell, IA 50112-1690

or send e-mail to [HR@grinnell.edu](mailto:HR@grinnell.edu) or fax to 641-269-4885. Additional information can be found at the college's web site <<http://www.grinnell.edu>>.

Grinnell College is an equal opportunity/affirmative action employer committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of the nation. No applicant shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, marital status, religion, creed or disability.

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MUSICIANS INSTITUTE, Hollywood, California, is looking for a Music Librarian.

General Information: Musicians Institute seeks a career Librarian for contemporary, popular Music and related fields to work in a highly collaborative environment on collection development, general reference/instruction services, administration of the library, and development of library-related information and instructional technologies.

Duties and Responsibilities: Serves in the Library as a member of the staff and supports the Institute's achievement of its educational goals by:

Providing services and building collections for Contemporary Music Performance, Production, Recording, Guitar Building, Music Business and Music Video Production  
Administering an institution-wide library  
Collaborating with staff to explore and implement information and instructional technologies



Collaborating with staff in providing these services in a well-developed accessible environment  
Reports to the Director of Education.

Specific Duties and Responsibilities:

1. Plans for the improvement of Library facilities.
2. Serves as library liaison to all departments by developing close working relationships with faculty and students. Provides a full range of reference services including research assistance. Creates materials in support of reference and instruction, as needed. Works at the reference help desk.
3. Develops and manages collections in Music and all other holdings in multiple formats. Coordinates collection development between all departments.
4. Administers the Library in Musicians Institute's Main Building. Operations include course reserves, circulation, stack maintenance, equipment troubleshooting, etc. Hires, trains, and supervises student assistants in the Library.
5. Helps develop and uses a wide range of analog resources and digital technologies available to the contemporary librarian to serve faculty and students. In conjunction with other staff, explores and implements information access and instructional technologies, especially those related to digital media and collections.
6. Contributes to cooperative projects among all programs through membership on working groups or committees.
7. Assumes other duties as directed.

Qualifications: American Library Association accredited Masters Degree or the equivalent in work experience, education, or cultivated interests required. Academic degree, work experience, or a high level of expertise and interest in contemporary popular music and related fields required. Knowledge of and commitment to the values of post secondary music education required. Other highly desirable experience includes reference work, library collection development, supervisory experience, and information technology in higher education such as audio and video streaming technologies, online visual resources, course management systems, content management systems, web publishing, and academic uses of social/collaborative software. Demonstrated user-oriented approach to service required. Excellent interpersonal skills and the ability to work energetically and collegially with all constituencies of the community required. Superior oral and written English-language communication skills required. Problem solving skills and enthusiasm for exploring new ground required. The ability to work both as a member of a team and independently required.

The Position and the College: This career position affords an excellent opportunity for a music librarian to pursue a career in an outstanding and innovative environment. The Institute seeks candidates who take an expansive approach to the work of librarianship, to involvement in the work of students and faculty, and to the integration of their work with that of curriculum supporting all programs.

Located in Hollywood, California, Musicians Institute is part of a multicultural urban campus of approximately 950 students and 150 faculty members. Educationally, a Bachelor of Music degree, Associate of Arts Degree, Certificate and Non-Certificate programs are offered in contemporary music performance, production, recording, guitar craft, music business and music video production. Musicians Institute encourages a respect for the individual and an openness of exchange that make it attractive to talented, ambitious and socially conscious students. The Institute offers a supportive environment for an independent, team-oriented, creative, committed librarian seeking intellectual and professional growth through involvement in the work of faculty and students.

Salary & Benefits: Musicians Institute offers a competitive Salary and Benefit package.

Deadline: Open until filled.

Application: Please tell us how you meet these qualifications in your letter of application, and fax (323 462-1887) or email ([jobs@mi.edu](mailto:jobs@mi.edu)) the letter, your resume, and the names of three references to Jeffrey Hagen, Director of Human Resources. For additional information go to <http://www.mi.edu>. Musicians Institute is an equal employment opportunity.

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NATIONAL PUBLIC RADIO, Washington, D.C., or NPR West, Los Angeles, California, is offering a Music Library Internship.

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

General Information: Interns are expected to work between 20 and 40 hours a week during an 8 to 10 week internship period. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the NPR Human Resources Department and the intern's college or university. All interns are subject to the applicable NPR employee rules, including its Employment Dispute Resolution Policy.

Deadline: July 15, 2005

Application: 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](mailto:internship@npr.org).

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NEW WORLD SYMPHONY, Miami Beach, Florida, is offering a Library Fellowship.

General Information: Seeking applicants for the fellowship position in the orchestra library of the New World Symphony. This is up to a three-year position and is available beginning the fall of 2005. New World Symphony is in season 34 weeks per year from the beginning of September through the first week in May. The fellowship is directed towards individuals who are dedicated to establishing a career in this field but have yet to gain experience and necessary "on the job" training. The library fellow will work side by side with the Librarian in the daily functioning of the music library and will provide assistance to the orchestra fellows, conductors and various other administrative staff members as necessary.

Qualifications: Prior library experience of some kind preferred. Undergraduate degree in music required. Ability to work independently with strong organizational skills. Ability to read and write music in different clefs for both transposing and non-transposing instruments. Must have a strong attention to detail and accurate work performance. A basic knowledge of the orchestral repertoire. Working knowledge of music engraving software is helpful. For further information please see our website at <http://www.nws.edu>.

Stipend: The fellowship offers a weekly stipend of \$375.00 and housing.

Deadline: July 1, 2005

Application:

New World Symphony  
541 Lincoln Road  
Miami Beach, FL 33139

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The NEW YORK PUBLIC LIBRARY for the Performing Arts/Jerome Robbins Dance Division, New York, New York, is looking for a Librarian II (halftime) (temporary through February 27, 2007).

Requirements: The New York Public Library for the Performing Arts/Dance Division is mounting a 2-year project to process, preserve, catalog several collections made in obsolete videotapes and other formats.

ALA accredited Master's degree in Library and Information Studies. Undergraduate degree in dance or dance history preferred. Successfully demonstrated professional cataloging or archival experience, including original cataloging. Successfully demonstrated knowledge of and experience with AACR2, MARC formats, LC subject headings, LC cataloging policies and practices. Successfully demonstrated ability to work in a computer-cataloging environment utilizing RLIN, OCLC and/or CATNYP. Demonstrated knowledge of the handling and cataloging of film and video materials, including the use of appropriate equipment, reformatting and preservation measures. Demonstrated ability to follow detailed written and verbal instructions and work effectively with staff at all levels. Excellent organizational, written and verbal communication skills. Demonstrated initiative, accuracy, attention to detail, judgment and ability to work independently and collaboratively in a team environment. Familiarity with basic software applications, including MS Word, Access and Excel. Knowledge of dance-related reference materials preferred. Supervisory and training experience preferred.

Description: Under the supervision of the Coordinator of the Film/Video Archive, catalogs unprocessed dance film and video materials held by The Library for the Performing Arts Jerome Robbins Dance Division, including organization of materials, reformatting and other basic preservation measures. Performs original and/or copy cataloging in RLIN, OCLC and/or local databases. Produces MARC records in accordance with local and national standards. Creates authority records for personal names and corporate entities not found in the Library of Congress Name Authority File. Consults, as needed, with appropriate NYPL archival, conservation and cataloging staff. Performs related duties as required.

Deadline: Open until filled

Application: To apply, please send cover letter and resume to:

Email: [lsresumes@nypl.org](mailto:lsresumes@nypl.org). When emailing, please refer to job code: LS-L2SAT in the subject line.

Mail:

The New York Public Library  
HR Dept, Code LS-L2SAT  
188 Madison Ave 5th Floor  
New York, NY 10016

Fax: 212-592-7327

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QUEENS COLLEGE-CITY UNIVERSITY OF NEW YORK, Flushing, New York, is looking for a Part-Time Music Cataloger.

General Information: Queens College-CUNY Music Library has an opening for a part-time music cataloger starting in late July or early August.

Responsibilities: Responsibilities include cataloging scores, books, audio and visual recordings, and reference materials; mostly copy cataloging and added volumes but some original cataloging will be required; assist with reference and circulation as needed.

Qualifications: The applicant must be able to read music. Some music education and/or cataloging experience preferable.

Deadline: Until filled.

Application: Contact Jennifer Oates at [Jennifer\\_Oates@qc.edu](mailto:Jennifer_Oates@qc.edu)

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AMERICAN UNIVERSITY, Washington, D.C., is looking for a Music/Performing Arts Librarian.

American University Library invites applications for a tenure track Music/Performing Arts Librarian at the rank of Assistant Librarian.

General Information: The American University, incorporated in 1893, offers a wide range of undergraduate and graduate programs, many with international focus, to over 11, 000 students. Its proximity to centers of technology, politics, justice, world affairs, communication, science, business, and the art in the Washington, D.C. area enhances the learning environment.

The University Library is a team-based organization serving the University through a collection of over 800,000 volumes, 20 library faculty, 56 full time staff, plus over 190 student assistants, and a budget of over \$7 million. The University is an active member of the Washington Research Library Consortium with a shared Endeavor system that includes an online public catalog and numerous bibliographic databases and full text databases.

Responsibilities: Seeking an innovative, energetic, and service-oriented music/performing arts librarian to provide leadership to facilitate excellence in teaching and learning through the development of comprehensive and broad-ranged collections in music and to provide teaching, learning, and research opportunities commensurate with Department of Performing Arts and other academic programs.

Responsible for the overall management of the Music Library and collections. Perform administrative and management tasks, including formulating and implementing goals, objectives, policies, and procedures in consultation with constituents served by the facility; setting priorities; allocating financial, staff, and space resources. Manage print and electronic database collections and audio delivery system. Manage a staff of 3 FTE support staff. Administer the Music Library collection development activities including the solicitation of gifts. Manage the music manuscript collections. Serve as bibliographer for printed music and special materials. The head of the Music Library traditionally catalogs scores and recordings.

Position is responsible to the University Library and the College of Arts and Sciences, Department of Performing Arts (CAS, DPA) and reports primarily to the Assistant University Librarian for Collections Services.

Library faculty participate in library governance activities. The Music and Performing Arts librarian also participates in regular faculty meetings and other governance functions of the Department of Performing Arts and consults regularly with the director of music and the chair of the department. Library faculty are expected to develop professionally, to contribute to creative and scholarly research, and to participate in campus-wide activities.

Requirements: ALA accredited M.L.S.; advanced degree in music, preferably musicology or performing arts to include dance, theatre or music performance. Three years experience in a music or performing arts library, preferably at an academic or research institution. Demonstrated managerial and collection development experience. Substantial knowledge of music repertory, music bibliography, and music acquisitions. Awareness of current concerns and developments in music librarianship. Evidence of potential for scholarship and ongoing professional development. Outstanding interpersonal and communication skills. Strong public service ethic; collaborative skills. Ability to shift priorities in a rapidly changing environment. Ability to work across a broad-based constituency and to communicate a positive library image.

Salary: Salary commensurate with experience and qualifications.

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

Application: Send a letter of application, resume, names, addresses, and telephone numbers of three references to:

Michele Mikkelsen, Library Personnel Officer  
American University Library  
4400 Massachusetts Ave., NW  
Washington, D.C. 20016-8046

mmikkel@american.edu

American University is an AA/EEO university committed to a diverse faculty, staff and student body. Women and minority candidates are strongly encouraged to apply.

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The ARCHIVES OF TRADITIONAL MUSIC, INDIANA UNIVERSITY, Bloomington, Indiana, is looking for a Research Associate (Project Audio Engineer).

General Information: The Indiana University Archives of Traditional Music (ATM) seeks candidates for the position of Research Associate (Project Audio Engineer, hereafter PAE), a tenure-ineligible 12-month appointment for the period 9-1-05 to 8-31-06. The PAE will work on the project entitled, "Sound Directions: Digital Preservation and Access for Global Audio Heritage," which is funded by the National Endowment for the Humanities Preservation and Access Research and Development grant program. The PAE will work under the supervision of the Coordinator of Recording Services, who is serving as the Project Manager for Sound Directions, at the Archives of Traditional Music.

Responsibilities: The PAE will be responsible for research and development related to the digitization of archival recordings for long-term preservation. This R&D work will be carried out within the context of established and emerging international standards and with the goal of creating best practices for audio preservation transfer that can be adopted by other institutions. The PAE will conduct tests in digitizing recordings carried on magnetic tape as well as lacquer and aluminum discs, including physical restoration of project items (cleaning, baking, etc.) along with sonic restoration as appropriate. The PAE will also conduct tests in the areas of workflow and quality control for preservation projects, evaluating and testing software tools developed by project programmers. The PAE will further help evaluate and test software that will enable the extensive documentation of both the source recordings and the transfer process utilizing emerging Audio Engineering Society technical metadata standards.

Qualifications: Bachelor's degree in audio production or related field, or equivalent work experience in an audio studio or audio archive. Strongly preferred are three years' experience in a) audio archiving, working primarily with analog tape, analog tape machines, field disc recordings, turntables and analog to digital conversion, b) use and support of audio capture, editing and signal processing software; c) operation and maintenance of analog recording/playback equipment; d) researching, developing and applying creative solutions to problems encountered in audio engineering work; e) documenting audio projects in detail; f) advanced use and troubleshooting of Windows-based desktop computers.

Salary & Rank: Research Associate. Salary commensurate with experience and NEH grant funding.

Deadline: The search will remain open until a suitable candidate is identified; review of applications will begin on July 8, 2005.

Application: Send letter of application, contact information for three references, and resume or curriculum vitae to:

Mike Casey, Sound Directions Project Manager  
Archives of Traditional Music  
Morrison Hall 117  
Indiana University  
Bloomington, IN 47405

Indiana University is an Equal Opportunity/Affirmative Action Employer

Further information on Sound Directions at: <http://www.dlib.indiana.edu/projects/sounddirections/>.

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The CANADIAN MUSIC CENTRE, Toronto, Ontario, is looking for a National Librarian.

General Information: The Canadian Music Centre, a non-profit organization, exists to stimulate the awareness, appreciation and performance of Canadian Music by making the music of its Associate Composers generally available through the Centre's collection, information resources, and production and distribution activities.

The CMC is the premier source for Canadian music and supports a system of lending libraries. The National Library is located in Toronto, and four regional libraries are located across Canada in Sackville (Atlantic), Montreal (Quebec), Calgary (Prairie), and Vancouver (British Columbia). The libraries actively engage with composers, performers, educators, media, conductors and researchers in Canada and around the world. The libraries' collections are duplicated in each individual library with just over 16,000 scores, several thousand recordings, several hundred books and an active vertical file collection of clippings, ephemera and photographs in each library. The National library houses the largest collection with scores for large staged works as well as an archive of original manuscripts. Scores (and works with 5 parts or less) are made available for loan for free to patrons around the world.

Duties: The National Librarian is responsible for services for all five CMC libraries, including cataloguing, circulation and maintenance of library acquisitions, collection development, reference and information services and future planning. He/she is the main liaison between the CMC National Library and CMC Regional Library staff outside Ontario.

Primary Responsibilities:

Provide leadership in guiding future activities and focus of the CMC libraries.

Work collaboratively with other staff.

Manages the cataloguing of all library materials, including ensuring that new acquisitions are distributed to Regional branches.

Receives loan requests (by phone, fax or e-mail), and documents, processes, distributes and sends scores/parts/information documents as needed.

Manages all internal CMC activities related to above services, and all necessary liaison with performers, patrons, Regional libraries, Associate Composers, music publishers, other public libraries, Library and Archives Canada, and library associations.

Supervise any library-related staff including volunteers.

Develops, maintains and monitors the library collection, including external ordering and processing of published scores, books and periodicals, and ordering replacement scores from CMC Music Services.

Provides CMC library information to the public including compiling special repertoire lists as may be requested by patrons.

Compiles annual lists of new acquisitions received and catalogued.

Manages the maintenance of vertical files (magazine/news articles, composer bios and photos, program notes).

Other Duties/Responsibilities:

Public Relations: on occasion attends concerts, receptions, festivals and library conferences as a representative of CMC.  
Conducts tours and presents talks about the CMC music collection, special library projects.  
Prepares reports May and November on various library statistics for the Executive Director and National Board meetings.  
From time to time prepares / writes texts about the CMC collection and library projects for professional journals and music publications.  
Undertakes additional responsibilities as directed by the Executive Director.

Qualifications or Requirements:

MLS/MLIS from an ALA accredited program.  
An undergraduate degree in music.  
Broad knowledge of classical music required, knowledge of Canadian concert music an asset.  
Ability to speak and write in French an asset, reading knowledge of French required.  
Ability to plan, organize and prioritize work in a changing environment.  
Ability to manage a wide variety of tasks.  
Ability to work independently and in a collaborative setting.  
Experience in cataloguing a wide variety of formats.  
Strong customer service skills.  
Supervisory experience an asset.  
Proficiency with computer technology.  
Experience or an interest in digital libraries and related projects.

Salary & Benefits: Salary for this position is based on a non-profit arts framework, and is negotiable based on experience. CMC offers excellent benefits.

Deadline: July 8, 2005

Application: Forward cover letter, résumé and the names and contact information of 3 references to:

Elisabeth Bihl, Executive Director  
Chalmers House  
20 St. Joseph Street  
Toronto, ON  
M4Y 1J9  
ebihl@musiccentre.ca  
Fax: 416-961-7198

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HARVARD UNIVERSITY, Cambridge, Massachusetts, is looking for a Music Reference and Research Services Librarian.

Duties and Responsibilities: The Eda Kuhn Loeb Music Library of the Harvard College Library seeks an energetic and accomplished music research librarian to lead its public services. This position will have primary responsibility for generalized music reference and research assistance and outreach to the Library's clientele of faculty, students and visiting scholars. The incumbent will coordinate research



assistance, outreach and reference programs with the other specialists in the Loeb Music Library and across Harvard College. The incumbent will serve as the primary contact point for use of electronic resources in music, and the main content provider for the Library's website. This position will have oversight of the Library's access services, supervising three support staff. Participation on task groups and library committees is expected. Involvement with the creation of new digital resources is a likely possibility. As a contributor to Library management, this position is expected to help advance a common vision through effective planning, clear direction, prioritization and follow-through, and mutual understanding through effective communication.

Required Education, Experience and Skills: M.L.S. from an ALA-accredited program required; advanced degree in music strongly preferred. The successful candidate will be highly service-oriented, knowledgeable about music research materials both print and electronic, with a record of successful work in collaborative environments. Experience in academic music research is essential as is 3-5 years of experience in music library public services and demonstrated excellence in teaching and communications. Fluency in English is required and reading knowledge of two additional modern languages strongly preferred. We seek a candidate who is flexible, communicative and collegial, successful in working as part of a collaborative team in a dynamic environment. Experience working on digital library projects would be advantageous and knowledge of popular music or jazz may be helpful.

Application: To apply, go to [http://jobs.harvard.edu/jobs/summ\\_req?in\\_post\\_id=26389](http://jobs.harvard.edu/jobs/summ_req?in_post_id=26389) and submit resume and cover letter.

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The CANADIAN MUSIC CENTRE, Vancouver, British Columbia, is looking for an Administrative Assistant & Music Library Coordinator .

Job Description: The position of Administrative Assistant & Music Library Coordinator reports directly to the BC Regional Director. In this position, the candidate will be responsible for the following:

#### Library

- Assist clients with repertoire consultations.
- Assist clients and the public in library and information research on Canadian music, respond to enquiries and library loan requests, manage the circulation of library materials, maintain the vertical files, and oversee other library duties.
- Supervise volunteers, part-time staff and summer students.
- Photocopy, print and bind music scores and parts for clients.
- Assist in sales and inventory control of published scores, books, manuscript paper and CDs.

#### Administration

- Assists Regional Director in all aspects of organization.
- Maintain the contact database.
- Perform general bookkeeping and other office duties.
- Take minutes and assist with preparation of Council meetings.
- Record donations and issue donation receipts.
- Assists the Director in fundraising projects and donor development.
- Coordination of the Regional Newsletter.
- Assist with drafting of press releases, flyers and distribution.

Qualifications:

- Well developed written and oral communication skills
- Elementary knowledge of cataloguing and working with library databases
- Ability to read music and working knowledge of Canadian contemporary music
- Excellent interpersonal skills and ability to work both independently and in a team setting
- Experienced in customer service and coordinating information
- Internet savvy, familiarity with Simply Accounting (PC), Filemaker Pro, Appleworks, Word, Acrobat Reader and Professional, iTunes, OS X Mail and comfortable in both MAC OS X OS 9 and PC platforms
- Outgoing and interested working within the not-for-profit arts environment
- Knowledge of French an asset

Salary & Benefits: Commensurate with qualifications.

Deadline: August 8, 2005

Application: Please submit your resume by email or fax to both:

CMC BC Region & CMC National office:

Email: colin@musiccentre.ca

Fax: 604-734-4627

Email: Elisabeth@musiccentre.ca

Fax: 416-961-7198

Or by mail to:

Canadian Music Centre  
Colin Miles, Regional Director  
837 Davie Street  
Vancouver, B.C. V6Z 1B7

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The CENTER FOR BLACK MUSIC RESEARCH, COLUMBIA COLLEGE, Chicago, Illinois, is looking for a Project Archivist.

General Information: Columbia College Chicago is an urban open admissions institution emphasizing arts, media, and communications in a liberal education setting. The Center for Black Music Research, a research unit of Columbia College, is devoted to research, preservation, and dissemination of information about the history of black music on a global scale.

Responsibilities: The Library and Archives of the Center for Black Music Research is seeking a project archivist to process the collections of three pioneering women scholars in the field of black music research: Eileen Southern, Dena J. Epstein and Helen Walker-Hill. The archivist will arrange the collections, create finding aids, and enter data into the CBMR's Cuadra STAR Archives database.

Qualifications: Required: Masters Degree in information science from an accredited program with training in archives or masters in archival studies preferred; experience with archival arrangement and description. Preferred: Experience with data entry in the archival environment and with Encoded

Archival Description. The ability to read music and knowledge of American music history are also desirable.

Deadline: This is a one-year full-time appointment beginning September 1.

Application: Please send or fax resume to:

Suzanne Flandreau, Librarian and Archivist  
Center for Black Music Research  
Columbia College Chicago  
600 S. Michigan Ave.  
Chicago, IL 60605

Fax (312) 344-8029

The HOUSTON SYMPHONY, Houston, Texas, is looking for an Assistant Librarian.

Responsibilities: The successful candidate must have at least one year of professional orchestra library experience and a thorough knowledge of all aspects of working in a music library.

Qualifications: Qualifications will include the ability to pay close attention to details, work neatly, efficiently and, if necessary, independently, set priorities and adhere to deadlines. A knowledge of performing, publishing, composition, music theory, literature and history and foreign language musical terms is important, and flexibility, excellent interpersonal skills and a sense of humor are also essential. Other desirable skills include experience with word processing and music engraving software, hand-copying and OPAS.

Salary & Benefits: This is a 52-week position with full benefits. The salary will depend on the background and experience of the candidate.

Deadline: Friday, August 12, 2005

Application: Please e-mail, fax or send a letter of application and a one-page resume to:

Leah Del Signore, Interim Director of Human Resources  
leah.delsignore@houstonsymphony.org  
fax: 713-222-0287

Houston Symphony  
Suite 102  
615 Louisiana Street  
Houston, TX 77002

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The JUILLIARD SCHOOL, New York, New York, is looking for a Cataloger and Archival Processor.

General Information: The Juilliard School Library has an opening for a full-time cataloger who will work on both cataloging of scores and books, and processing of selected archival collections.

This is a full-time, permanent position.

The Juilliard School Library houses more than 60,000 scores, 20,000 books, and 20,000 sound recordings. The Peter Jay Sharp Special Collections include a fine collection of manuscripts, first editions, and other rare materials. The archives document the history of the School since its founding in 1905 as the Institute of Musical Art. Archival holdings include administrative records of all School officers, as well as biographical files on former faculty members, students, and administrators, and selected special collection holdings of personal papers. For further information see: [www.juilliard.edu](http://www.juilliard.edu).

Responsibilities: Catalogs books and scores using OCLC and the Library's Innovative Interfaces automated system; revises work of other catalogers; handles replacements and additions to the collection, and other tasks related to catalog maintenance; processes selected archival collections using standard principles of archival processing; mounts selected finding aids on the web using EAD format; participates in library reference work; works selected evenings and Saturdays in rotation with other full-time catalogers; assists Archivist and library staff with other tasks, as required.

Requirements: Music degree; M.L.S. degree from an ALA-accredited program with appropriate coursework in cataloging and archival processing as well as knowledge of AACR2, MARC formats, LCSH, and use of EAD format are essential. Prior experience with cataloging, reference work and archival processing is preferred. Ability to work cooperatively and pleasantly with other library staff members as well as with members of The Juilliard School community is also essential.

Salary & Benefits: Competitive. The Juilliard School provides an excellent benefits package, with generous vacation time. Library staff members are given support for professional development activities and travel to appropriate professional conferences.

Deadline: Position is available immediately. Review of applications will begin on August 17, 2005.

Application: send resume, cover letter, and names of three references 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](mailto:jobs@juilliard.edu)

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The MANHATTAN SCHOOL OF MUSIC, New York, New York, is looking for a Circulation Manager.

General Information: The Manhattan School of Music is seeking a Circulation Manager. This is a paraprofessional position not requiring a library degree.

Located on Manhattan's musically vibrant Upper West Side, Manhattan School of Music is one of the premier private music conservatories in the nation, with nearly 275 faculty members dedicated to shaping over 800 students from 40 countries into world-class musicians. We offer degree and diploma

programs at the undergraduate, graduate, and doctoral levels, with majors in all orchestral instruments, voice, piano, accompanying, composition, saxophone, guitar, organ, conducting, and jazz. Our Precollege Division instructs children and young adults on Saturdays. The Peter Jay Sharp Library is a beautiful new facility that opened in the fall of 2004. For more information about the Manhattan School of Music and the Peter Jay Sharp Library, visit the School's Web site at [www.msmnyc.edu](http://www.msmnyc.edu) and the Library's catalog at [library.msmnyc.edu](http://library.msmnyc.edu).

**Responsibilities:** The circulation manager supervises all circulation and reading room operations; trains, schedules, and supervises student assistants; maintains the periodicals collection; works at the reference desk ca. 5 hours per week. Some evening and weekend hours are required.

**Qualifications:** Required: library and supervisory experience; proficiency working with an online catalog; excellent organizational, communication, and interpersonal skills. A background in classical music is preferred but not essential.

**Salary & Benefits:** Competitive salary; individual health coverage; TIAA/CREF retirement plan; excellent vacation benefits.

**Deadline:** August 15, 2005 or until filled.

**Application:** Send or e-mail (no faxes, please; if you e-mail your resume, please use the subject heading "Circulation Manager Position") a letter of application, current resume, and three references (names, addresses, and telephone numbers) to:

Peter Caleb, Director of Library Services  
The Peter Jay Sharp Library  
The Manhattan School of Music  
120 Claremont Avenue  
New York, NY 10027  
[pcaleb@msmnyc.edu](mailto:pcaleb@msmnyc.edu)

The Manhattan School of Music is an AA/EOE employer.

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The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Cataloging Librarian.

**General Information:** With 85 locations in the Bronx, Manhattan and Staten Island, the Branch Libraries of The New York Public Library form one of the largest and finest public library systems in the world. Each year, more than 11 million books, films, recorded materials, magazines, and pictures circulate among the Library's 2.5 million cardholders. The Branch Libraries reach far beyond the traditional lending role usually associated with neighborhood libraries to provide an extraordinary range of vital services and programs to the community at no charge. Considered one of the world's greatest libraries, The New York Public Library is the only facility of its kind, with both world-class research and circulating collections that are free and open to the public.

**Responsibilities:** The New York Public Library is seeking a Cataloging Librarian to catalog and classify musical scores, musical sound recordings and monographs in English and World Languages, videos and data files for adult and juvenile collections on an online system with an integrated authority control

facility. This position includes responsibility for manipulating existing bibliographic utility and local catalog records and creating original records in MARC formats; establishing names and subject authorities and cross referencing. Additional responsibilities include planning and executing special cataloging assignments including training professionals and para-professional staff, contributing to the development of procedures and manuals, and preparing reports.

Qualifications: The successful candidate will possess an ALA-accredited Master's degree in Library and Information Studies and demonstrated substantial knowledge of music history, terminology, and music notation. Demonstrated knowledge of Anglo-American Cataloging Rules, Library of Congress Subject and Name Authorities, Dewey Decimal Classification, MARC formats, and principles of authority control are also required. Additional requirements include experience using an online bibliographic utility, such as OCLC and an online cataloging system, the ability to work well independently and to plan and execute complex projects. Good oral and written communication skills and reading knowledge of music required. Reading knowledge of one or more Roman Languages is preferred, as is knowledge of Microsoft office software including Word, Access, and Internet Explorer.

Application: To apply, please send cover letter and resume to [amresumes@nypl.org](mailto:amresumes@nypl.org), please refer to job code AM:MLA in subject line.

Or mail to:

The New York Public Library  
Human Resources Department, AM: MLA  
188 Madison Avenue, 5th Floor  
New York, New York 10016

Fax: 212-592-7327

EQUAL OPPORTUNITY EMPLOYER

Only candidates selected for further consideration will be contacted.

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NEW YORK UNIVERSITY, New York, New York, is looking for an Electronic Resources/Special Formats Cataloger.

New York University Libraries: Library facilities at New York University serve the school's 40,000 students and faculty and contain more than 4 million volumes. New York University is a member of the Association of Research Libraries, the Research Libraries Group, the Digital Library Federation; serves as the administrative headquarters of the Research Library Association of South Manhattan, a consortium that includes three academic institution.

Description: Takes a leading role in the Libraries' efforts to provide access to electronic, audiovisual and archival collections. Performs original and complex copy cataloging of materials in a variety of formats including electronic resources and video recordings; coordinates development of procedures and training for special format copy cataloging; manages evaluation process for vendor-provided MARC records; serves as cataloging liaison to units responsible for creating digital resources. Working with the library's archival collections, coordinates the creation and maintenance of cataloging records for archival materials.

Qualifications: ALA-accredited MLS; three years cataloging experience with book and special format materials in English and Western European languages; familiarity with and interest in developing standards for resource description and access; experience with automated systems, MARC bibliographic and authority formats; strong analytical, interpersonal, and communication skills; initiative and comfort with coordinating projects; flexible, creative approach to problem solving; ability to work comfortably in a dynamic environment; interest in and experience with adapting technology to processing needs.

Salary & Benefits: Faculty status, attractive benefits package including five weeks annual vacation. Salary commensurate with experience and background.

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

Application: Send resume with salary requirements to:

Janet Koztowski, Director of Libraries Human Resources  
New York University  
Bobst Library  
70 Washington Square South  
New York, NY 10012

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or e-mail [jobs@library.nyu.edu](mailto:jobs@library.nyu.edu)

NYU encourages applications from women and members of minority groups

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WESTMINSTER CHOIR COLLEGE, RIDER UNIVERSITY, Lawrenceville, New Jersey, is looking for a Library Clerk.

Responsibilities: The Westminster Choir College of Rider University is seeking a clerk in Talbott Library. Qualified candidate will process periodicals and maintain current display, prepare items for bindery and claims; order scores, books, and recordings; receive and process invoices and assist in keeping budget records; process gifts; and keep library records and calendars. Candidate will provide circulation service for all library materials and users, as needed, and help maintain library equipment.

Qualifications: High school diploma or equivalent required. Some music education or experience helpful. Computer skills required, library automated systems familiarity preferred. Flexibility, willingness to learn, and high level of accuracy in detailed work required. Good communication and service skills required.

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

Application: Please send letter of application and resume to

Manager of Employment  
Rider University  
2083 Lawrenceville Rd.  
Lawrenceville, NJ 08648-3099

or to e-mail: [jobs@rider.edu](mailto:jobs@rider.edu). Position # 460201.

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The WISCONSIN CHAMBER ORCHESTRA, Madison, Wisconsin, is looking for a Music Librarian (part-time).

Responsibilities: Responsible for all aspects of music preparation, including research, acquisition, distribution, collection, and return. Provides instrumentation for all works. Monitors Library budget. Maintains Library database.

Qualifications: Working knowledge of orchestral repertoire required. Must possess excellent organization, communication and interpersonal skills. Must be deadline and detail oriented. Ability to work independently, as well as coordinate with other departments. Ability to work under pressure within strict deadlines required.

Deadline: Screening of applications begins immediately. Position begins as soon as schedule allows.

Application: Interested applicants should send resume and cover letter to:

WCO  
P.O. Box 171  
Madison, WI 53701  
Attn: Operations Director

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The CENTER FOR POPULAR MUSIC, MIDDLE TENNESSEE STATE UNIVERSITY, Murfreesboro, Tennessee, is looking for a Librarian.

Responsibilities: The Librarian works under the supervision of the Center's Coordinator of Research Collections and with the Manager of Recorded Media Collections to manage a large library and archive that spans a broad range of materials relating to the history of American popular music, and that is recognized as one of the leading institutional popular music collections in the U.S.

Specific duties include: coordinating acquisition and physical processing of new books; cataloging new and special collections books and sound recordings; providing reference service to Center patrons in person, on the telephone, through the mail, and via the Internet; managing subject and biographical clipping files; supervising the work of student assistants; assisting with general operations of the Center and performing other related duties as assigned.

Qualifications: M.L.S. or equivalent degree from an accredited library school, and one year relevant full-time professional experience, preferably in a music library or archive. A Bachelor's degree and three years related professional library work may be considered in lieu of the M.L.S. degree.

Additional Knowledge and Abilities: Knowledge of LCMARC/OCLC input standards for the creation of new catalog records and editing existing ones. Knowledge of Library of Congress classification system and subject headings. Knowledge of information management software programs (InMagic/DBText and Endeavor/Voyager in use). Strong knowledge of American popular music history and of a wide range of popular music reference materials is highly desirable. Strong knowledge of personal computers and



software. Ability to communicate effectively orally and in writing, and to work well with diverse populations in an active, interdisciplinary research center that is part of a large university community.

Salary: \$36,482 – 44,508. Commensurate with experience.

Deadline: October 3, 2005

Filing Procedure: Interested applicants should submit the following required materials: (1) a cover letter indicating interest in the position (SPECIFY JOB TITLE AND POSITION #006040 ; REQ. #P2989 IN YOUR LETTER); (2) a complete resume, including contact information for at least three references; and (4) an MTSU Application for Employment Form, available by printing off the Internet at: <http://hrs.web.mtsu.edu/empl/approc1.html> or by calling (615) 898-2928. Official school transcripts will be required of candidates selected for an interview.

Submit application materials to:

MTSU Employment Office  
Cope Administration Building, Room 215  
Middle Tennessee State University  
Murfreesboro, TN 37132

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The EARLE BROWN MUSIC FOUNDATION, Rye, New York, is looking for an Archives Assistant.

Responsibilities: The individual will work with the Administrator of the Foundation to accomplish a wide variety of organizational tasks relating to the maintenance of the archive. These will include but will not be limited to the sorting of materials, photocopying and assembling manuscripts and performance materials, scanning photographs, letters, and documents for the Online Archive, contact database maintenance, and a diverse array of other tasks as the Foundation's activities and needs evolve. Given the size of the organization and the wide variety of tasks, the individual should be capable of quickly adjusting to unfamiliar tasks and comfortable learning new things, often.

Qualifications: The individual should have basic competency in the use of scanners, cd-burners, Macintosh computers, Adobe products, Filemaker, and an understanding of how websites function. Programming experience is not required, but comfort with technology is. Ideally the individual will be pursuing a career as a librarian, archivist, or non-profit administrator, have basic music literacy and an interest in contemporary music.

Application: For information on Earle Brown and the Foundation, please visit our website: <http://www.earle-brown.org>. If you have questions about this position please contact Micah Silver by email or phone: (718) 576-1951 or [micah@earle-brown.org](mailto:micah@earle-brown.org). The Earle Brown Music Foundation is a 501(c)3 not for profit located in Rye, NY.

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The NEW YORK PUBLIC LIBRARY, Rodgers and Hammerstein Archive of Recorded Sound, New York, New York, is looking for a Library Technical Assistant IV (half-time).

Responsibilities: Bachelor's degree in music or any other performing arts field, with coursework or work experience in audio technology, or certification in audio engineering, or an equivalent combination of education and experience. Successfully demonstrated knowledge of audio or video recording techniques. Successfully demonstrated knowledge of music terminology and the ability to relate foreign language music terms to English. Successfully demonstrated knowledge of audio-visual equipment operation and maintenance and handling and caring for recordings (disc, audiotape and videotape). Successfully demonstrated computer skills. Successfully demonstrated oral and written communication and interpersonal skills, including the ability to deal tactfully and effectively with staff. Successfully demonstrated ability to work independently, and to be flexible in dealing with unscheduled events involving audio-visual operations.

Description: Under the general supervision of the Senior Sound Engineer, assists in the sound and video preservation work of the division and performs increasingly complex analog to digital transfers from original sources. Creates documentation of original source content, as well as technical notes regarding its preservation and reformatting. Provides sufficient discographic and bibliographic notations to assist the division's catalogers. Performs basic audio-visual equipment repair and maintenance and basic preservation care for materials. Assists in the Playback Room when needed. Consults with playback staff on matters of collection and equipment maintenance. Performs related duties as required.

Application: To apply, please send cover letter and resume. Please refer to job code: LS-T4RHA. Email: [lsresumes@nypl.org](mailto:lsresumes@nypl.org)

Mail:

The New York Public Library  
HR Dept, Code LS-T4RHA  
188 Madison Ave 5th Floor  
New York, NY 10016

Fax: 212-592-7327

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OLD DOMINION UNIVERSITY, Norfolk, Virginia, is looking for a Librarian Archivist for Music Collections (part-time).

General Information: The Diehn Composers Room at Old Dominion University Libraries, made possible by a gift from composer F. Ludwig Diehn, was established in 1997 to support research leading to the performance of contemporary and new music works. The facility includes a listening library, reading room, seminar room, and a music special collections area. Old Dominion University is a state-supported institution with an enrollment of 21,000 and is a Carnegie Extensive Doctoral/Research University. The campus is located in the historic port city of Norfolk, VA.

Responsibilities: The Diehn Composers Room at Old Dominion University Libraries is seeking an archivist for its music special collections. Responsibilities include analyzing, describing, preserving and processing archival materials and participating in planning and implementing events, exhibits, and other development activities to support, enhance and publicize archival collections. Other responsibilities will include developing, maintaining, publicizing and enhancing intellectual access to library music collections through web page, online finding aids, metadata and other online services.

Access the complete job description at <http://www.lib.odu.edu/libinfo/jobs/index.htm>. For campus information, check <http://web.odu.edu> and for information about the Diehn Composers Room, check <http://www.lib.odu.edu/musiclib/index.htm>.

Qualifications: Required: ALA-accredited MLS; a degree in an arts and humanities field with a demonstrated knowledge of music; library work experience; demonstrated organizational, interpersonal, flexibility and time management skills; familiarity with archival and conservation standards and practice; ability to analyze, arrange and describe collections; demonstrated ability to work as an effective member of a team; computer applications skills. Preferred: Archives or special collections work experience; website design, Dreamweaver or other html experience; familiarity with multimedia collections.

Salary & Benefits: This is a part-time (25 hours per week) position that is supported by a grant from the Norfolk Foundation. Salary: \$25 per hour.

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

Application: Send a letter of application, résumé, and the names, addresses, telephone numbers and e-mail addresses of three work-related references to:

Frances McCraw  
Old Dominion University  
Perry Library  
Norfolk, VA 23529-0256

E-mail: [fmccraw@odu.edu](mailto:fmccraw@odu.edu)  
Phone: 757-683-4141  
Fax: 757-683-5767

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OLD DOMINION UNIVERSITY, Norfolk, Virginia, is looking for a Music Cataloger (part-time).

General Information: The Diehn Composers Room at Old Dominion University Libraries, made possible by a gift from composer F. Ludwig Diehn, was established in 1997 to support research leading to the performance of contemporary and new music works. The facility includes a listening library, reading room, seminar room, and a music special collections area. Old Dominion University is a state-supported institution with an enrollment of 21,000 and is a Carnegie Extensive Doctoral/Research University. The campus is located in the historic port city of Norfolk, VA.

Responsibilities: The Diehn Composers Room at Old Dominion University Libraries is seeking a music cataloger to catalog and classify sound recordings, music scores, DVDs/videos, and other materials for the library's music and performance collections and assist in the cataloging of archival music collections. Other responsibilities include participating in planning and implementing events, exhibits, and other work to support, enhance and publicize archival collections; assist in the creation of metadata for digital library music projects; assist in the development, maintenance, and enhancement of intellectual access to library music collections through web page, online finding aids, and other online services; participate in catalog quality control and assessment of cataloging policies and procedures for music collections; create and verify authority records.

Access the complete job description at <http://www.lib.odu.edu/libinfo/jobs/index.htm>. For campus information, check <http://web.odu.edu> and for information about the Diehn Composers Room, check <http://www.lib.odu.edu/musiclib/index.htm>.

Qualifications: Required: ALA-accredited MLS; cataloging experience (professional or paraprofessional); knowledge of and experience in standard cataloging tools (AACR2, MARC21, LCSH, OCLC); knowledge of or experience in cataloging sound recordings, music scores, DVD's/videos, or other multimedia material; knowledge of and experience with music collections; demonstrated organizational, flexibility and time management skills; educational or experiential background in music history, musicology, or performance. Preferred: Experience with Innovative Interfaces Inc or other integrated library system.

Salary & Benefits: This is a part-time (20 hours per week) position that is supported by a grant from the Norfolk Foundation. Salary: \$25 per hour.

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

Application: Send a letter of application, résumé, and the names, addresses, telephone numbers and e-mail addresses of three work-related references to:

Frances McCraw  
Old Dominion University  
Perry Library  
Norfolk, VA 23529-0256

E-mail: [fmccraw@odu.edu](mailto:fmccraw@odu.edu)  
Phone: 757-683-4141  
Fax: 757-683-5767

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PORTLAND OPERA, Portland, Oregon, is looking for a Director of Music and Education .

Job Duties: Portland Opera seeks a Music Librarian/Music Assistant with 1-3 year's music librarian experience. This position will be responsible for the smooth operation of the orchestra and chorus' music-related activities. Orders and prepares all musical scores (transferring bowings, markings, making cuts, creating copied practiced parts, etc). Maintains music library scores and parts, provides documents for planning and budgeting, researches and rents instruments and equipment. Maintains rosters for orchestra and chorus, works with orchestra and chorus committees to create sub lists, and hire subs from approved lists. Coordinates all orchestra and chorus auditions.

You will be expected to attend all orchestra rehearsals and will be responsible for calling supertitles during all performances.

Additionally, you will assist the Director of Music and Education with music department related activities, which includes: general office assistance, researching and writing materials for future planning, assist in scheduling and coordinating outreach events.

Works closely with the Director of Music and Education, guest conductors, chorus master, coaches, orchestra and chorus musicians as well as production staff.

Qualifications: Candidates must have a degree in music. A thorough knowledge of orchestras and opera repertoire and 1 – 3 years experience preparing music. Ability to read and write music in different clefs for both transposing and non-transposing instruments. Foreign language skills preferred (fluency is not required). Must have a strong attention to detail and accurate work performance. Ability to read and adhere to both the American Federation of Musicians(AFM) and the American Guild of Musical Artists(AGMA) union contracts. Ability to work with a wide variety of personalities and maintain a strong sense of composure. Detail-oriented, good computer skills, knowledge of music sources and references. Good project planning skills, ability to work independently with strong organizational skills and the ability to set and meet deadlines. Must be able to work flexible hours, including frequent extended hours, evenings, and weekends.

Deadline: Position begins September 18 or ASAP. This is a full time, non-exempt position.

Application: Please E-MAIL a cover letter highlighting your previous experience, a resume and three references and their contact information to:

Sara Jane Patterson  
Director of Music and Education  
Portland Opera  
sjpatterson@portlandopera.org

The UNIVERSITY OF CHICAGO, Chicago, Illinois, is looking for a Bibliographer for Music.

General Information: The University of Chicago Library is seeking candidates for the position of Bibliographer for Music. The Bibliographer is responsible for developing and maintaining the Library's music collections in all relevant formats and provides specialized reference service and bibliographic instruction for faculty and students. This position supervises staff of 2 FTE including the public services assistant and student personnel. The Bibliographer participates in Library committee work at the divisional and interdivisional levels and may be invited to serve on academic committees.

The Music and Recordings Collection, of approximately 120,000 books and scores and 32,000 audio and video recordings, supports the research and teaching programs of the Department of Music (<http://music.uchicago.edu/html/main.html>) in four fields of study: music history, theory, ethnomusicology, and composition. The Department numbers 17 faculty and some 50 graduate students. Collection development in music includes scores, books about music, relevant electronic sources, and recordings of all types in the fields of Western musical history (European and American), ethnomusicology (with special interest in Jewish music and the Middle East), selected areas of non-Western music, and dance. Particular strengths of the music collection include Chopin, J.S. Bach, early music, musical biography, and the literature of jazz. The Chicago Jazz Archive, consisting of sound recordings and sheet music relating to the history of Chicago jazz, constitutes a unique research resource. The Bibliographer for Music reports to the Assistant Director for Humanities and Social Sciences. A more complete position description is available at <http://www.lib.uchicago.edu/e/jobs/>.

The Library, in collaboration with the Department of Music, welcomes applications from candidates who are also qualified to teach in the Department of Music and to carry on their own scholarly projects.

The Library provides generous support for collection building including a strong commitment to electronic formats and to ongoing retrospective acquisition of out-of-print material. The Bibliographer enjoys opportunities to work collaboratively with faculty and students as well as with fellow bibliographers, the general reference department, the Chicago Jazz Archive, the Special Collections Research Center, the Digital Library Development Center, and the preservation librarian. More information on the Library, its collections and initiatives is available at: <http://www.lib.uchicago.edu>.

**Qualifications:** Education: A graduate degree from an accredited library school or a Ph.D. in music is required. Experience: Substantial work experience in a research library related to the field of music is required, with five or more years of appropriate experience highly desirable. Evidence of extensive specialist bibliographic and reference work in music is essential. Good planning and management skills are required as is supervisory experience. Skills: Candidates must be able to work effectively with faculty, students and staff and possess excellent oral, written, and interpersonal communications skills. Reading fluency in German as well as Italian or French is required. A high degree of computer literacy and a demonstrated interest in the application of information technologies in the humanities is expected.

**Salary & Benefits:** Appointment salary based on qualifications and experience. Benefits include retirement plan, insurance, and paid time off. There is a tuition benefit plan for college age and younger children.

**Deadline:** Applications received by October 15, will be assured consideration.

**Application:** should include resume and names, addresses, e-mail addresses, and telephone numbers of three references. Review of application will begin upon receipt and continue until the position is filled. Application by e-mail is strongly encouraged; please send to [chicagomusic@lib.uchicago.edu](mailto:chicagomusic@lib.uchicago.edu) with attention to Denise Weintraub. Applications may also be sent to the

Personnel Office  
The University of Chicago Library  
1100 East 57th Street  
Chicago, Illinois 60637

The UNIVERSITY OF HARTFORD, Hartford, Connecticut, is looking for a Public Services Librarian.

**Position Summary:** Recommends public service policies for the Allen Library. Assists library patrons in their research using print, online and audiovisual resources in music and dance. Provides formal and informal bibliographic instruction to students, faculty and staff. Supervises circulation, reserves, stack maintenance and equipment operations, including recruiting and training departmental staff and interpreting policies to library patrons.

**Key Responsibilities:** Formulates and recommends public service policies, procedures and new services to the Head of Allen Library. Maintains print manuals and online information.\*

Responds to inquiries and assists students and other library patrons in making the best use of traditional and electronic music and dance resources in a wide array of languages and formats. Trains staff involved in reference and information service.\*

Plans and presents instructional classes on library resources to students, faculty and staff.\* Administers the HLM 020 online information literacy course.\*

Supervises the circulation department, including circulation services, course reserves, stack maintenance and equipment. Monitors the student circulation budget.\*

Provides recommendations for title development of the print and online reference collection and assists in the overall maintenance of the collection.\*

Maintains awareness of trends and advances in the field through attendance at relevant meetings or seminars as well as through regular examination of literature in the field. Participates in relevant professional organizations. Serves on internal and external committees as appropriate.

Maintains statistics and develops accurate reports for the Head of the Allen Library.

Performs other related duties as assigned.

\* Indicates an "essential" job function.

Formal Education: Bachelors Degree required with a major in music and Master's Degree required in Library Science from an ALA-accredited program (or recognized equivalents).

Work Experience: 2 years to < 3 years.

Knowledge and Skills: Advanced Professional Skills. The professional theory and practice of entry level professional skills but applied at the advanced level of a seasoned professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.

Special Skills: \* The ability to work effectively with diverse groups.

Deadline: There is no deadline for applications and the position will remain open until filled.

Application: Please send 2 complete sets of the following: resume, cover-letter (including position of interest and salary requirements) and professional references to:

University of Hartford  
Attn: Human Resources Development  
200 Bloomfield Ave.  
West Hartford, CT 06117-1599

hrd@hartford.edu  
Fax: 860.768.4732

All applicants will receive consideration for employment without regard to race, color, sex, age, religion, national and ethnic origin, disability, sexual orientation, marital status, veteran status or any other protected class.

The University is an Equal Employment Opportunity (EEO) and Affirmative Action employer (AA), Male (M), Female (F), Disabled (D), Veteran (V).

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The COUNTRY MUSIC HALL OF FAME & MUSEUM, Nashville, Tennessee, is looking for a Librarian.

Descriptions: Full-time. Half-time reference, half-time technical services. Will work under the supervision of Associate Librarian and Senior Director, Museum Services. Duties include: responding to reference calls, visits, and correspondence, maintaining clippings files and other finding aids, acquiring new books for collection, maintenance of serials records, cataloging print materials, and overseeing interns/volunteers.

Qualifications: MLS from an ALA accredited institution with a minimum of 2 years experience in reference and/or technical services setting. Must be familiar with basic cataloging practices (MARC format). Knowledge of country music history highly desirable. Must possess ability to work well with others and demonstrate willingness to tackle new projects as needed. Successful candidate will be subject to background check.

Deadline: Until filled

Application: Send resume, salary requirements, and references to:

Carolyn Tate  
Country Music Hall of Fame & Museum  
222 Fifth Avenue South  
Nashville, TN 37203

ctate@countrymusichalloffame.com

No phone calls please. EOE.

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The FLORIDA STATE UNIVERSITY, Tallahassee, Florida, is looking for a Head of Collection Development.

Salary/Rank: Competitive salary commensurate with qualifications and experience. Assistant Librarian, twelve-month, non-tenure track appointment.

Responsibilities: Acquisition/processing of materials in a variety of languages/formats using OCLC, a newly implemented ALEPH online system, and in-house databases. Assisting in cataloging materials; building of the Library's collections including selection, evaluation, retention, etc.; monitoring the Library's budgets; serving as liaison to the College's Fiscal Unit; working with vendors; and monitoring curriculum developments. Creating acquisition/processing and collection development policies/procedures/manuals will be among the highest priorities upon arrival.

Qualifications: ALA-accredited MLS and masters degree in music required. Excellent organization/communication skills, broad knowledge of musical repertory, experience in an academic music library, working knowledge of foreign languages.



Institution: The Warren D. Allen Music Library, an autonomous library administered by the College of Music, has a staff of 3 librarians, 5 paraprofessionals, 6 FTE student assistants, and has its own in-house technical and public service units. The Music Library will be embarking on a five-year program to enhance its collections and services. The FSU University Libraries are members of ARL and CRL. See <http://music.fsu.edu/library>.

The College of Music, with 100 faculty, 45 support staff, and over 1,000 students, offers a wide range of professional degrees in music, baccalaureate through doctorate. See the College of Music web page at: <http://www.music.fsu.edu>. The Florida State University is a comprehensive research institution of 16 colleges and schools with 2,200 faculty serving a student body of 39,000.

The University is situated in Tallahassee, Florida's beautiful, wooded capital city, with an area population of over 240,000. Located in the "Big Bend" area of northern Florida, Tallahassee enjoys a mild change of season.

Deadline: November 30, 2005

Application: Send letter of application, résumé, photocopies of transcripts of both degrees, and 3 letters of references to:

Don Gibson, Dean  
Music Librarian Search  
College of Music  
The Florida State University  
Tallahassee, FL 32306-1180

The Florida State University is an equal opportunity/affirmative action employer.

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GEORGIA COLLEGE & STATE UNIVERSITY, Milledgeville, Georgia, is looking for a Catalog Librarian.

General Information: Georgia College & State University seeks knowledgeable, resourceful, and service-oriented individuals to fill two catalog librarian positions in Technical Services, GC&SU Library. The new library addition/renovation project recently completed makes the library the visual and intellectual focal point of the campus. GC&SU serves approximately 5,800 students as Georgia's designated public liberal arts university. The University is located in historic Milledgeville, a community of 20,000 and within easy reach of Atlanta and Macon.

About the Library: Designed by Cogdell and Mendrala of Savannah and Hardy Holzman Pfeiffer Associates of New York, the newly expanded and renovated GC&SU Library and Information Technology Center is one of the largest libraries in Georgia. With space for 450,000 volumes, the library includes 39 group study rooms, two electronic classrooms, three computer labs, a graphics lab, and an Internet café. Primary access to the library catalog, periodical indexes, and full-text periodical databases is provided via GALILEO, Georgia's state-wide library consortium. The library also houses the internationally recognized Flannery O'Connor Collection, the papers of Georgia's late United States Senator, Paul D. Coverdell, and the university's museum. Visit GC&SU at <http://www.gcsu.edu> and the library at <http://library.gcsu.edu>.

Responsibilities: The Catalog Librarian will be responsible for overseeing copy cataloging, supervising one library assistant, and providing complex and original cataloging for monographs, including special collections and curriculum resources.

Qualifications: ALA-accredited or Georgia Board of Regents approved MLS/MLIS. Demonstrated knowledge of AACR2, LC classification and subject headings, MARC formats, OCLC, and integrated library systems. Excellent analytical, organizational, and communication skills. Commitment to professional growth and development. Potential for fulfilling the University's promotion and tenure requirements. Preferred: Experience cataloging library materials, especially nonprint resources, in an academic setting using Voyager. Experience with authority control.

Rank & Salary: 12-month, tenure-track appointment. Salary and faculty rank commensurate with qualifications and experience. Competitive benefits package includes Tuition Assistance Program.

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

Application: Send letter of application, current vita, copy of transcripts (official transcripts required prior to interviewing), and the names, addresses, telephone numbers, and e-mail addresses of three professional references to:

Christine Zuger  
Catalog Librarian Search Committee  
GC&SU Library  
Campus Box 043  
Milledgeville, GA 31061

Georgia College & State University is an Equal Opportunity/Affirmative Action institution, which has a commitment to cultural, racial, and ethnic communities and encourages women and minorities to apply. It is expected that successful candidates share in this commitment.

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GEORGIA COLLEGE & STATE UNIVERSITY, Milledgeville, Georgia, is looking for a Special Formats Catalog Librarian.

General Information: Georgia College & State University seeks knowledgeable, resourceful, and service-oriented individuals to fill two catalog librarian positions in Technical Services, GC&SU Library. The new library addition/renovation project recently completed makes the library the visual and intellectual focal point of the campus. GC&SU serves approximately 5,800 students as Georgia's designated public liberal arts university. The University is located in historic Milledgeville, a community of 20,000 and within easy reach of Atlanta and Macon.

About the Library: Designed by Cogdell and Mendrala of Savannah and Hardy Holzman Pfeiffer Associates of New York, the newly expanded and renovated GC&SU Library and Information Technology Center is one of the largest libraries in Georgia. With space for 450,000 volumes, the library includes 39 group study rooms, two electronic classrooms, three computer labs, a graphics lab, and an Internet café. Primary access to the library catalog, periodical indexes, and full-text periodical databases is provided via GALILEO, Georgia's state-wide library consortium. The library also houses the internationally

recognized Flannery O'Connor Collection, the papers of Georgia's late United States Senator, Paul D. Coverdell, and the university's museum. Visit GC&SU at <http://www.gcsu.edu> and the library at <http://library.gcsu.edu>.

**Responsibilities:** The Special Formats Catalog Librarian, a new position in Technical Services, will be responsible for providing complex and original cataloging for special formats, including music scores, compact discs, DVDs, and videos. Both catalog librarians will assist with authority work, quality control, and database maintenance; develop and document cataloging policies and procedures; provide limited reference desk service; act as liaison to one or more departments on campus; and serve on library and university committees.

**Qualifications:** ALA-accredited or Georgia Board of Regents approved MLS/MLIS. Demonstrated knowledge of AACR2, LC classification and subject headings, MARC formats, OCLC, and integrated library systems. Excellent analytical, organizational, and communication skills. Commitment to professional growth and development. Potential for fulfilling the University's promotion and tenure requirements. Preferred: Experience cataloging library materials, especially nonprint resources, in an academic setting using Voyager. Experience with authority control.

**Rank & Salary:** 12-month, tenure-track appointment. Salary and faculty rank commensurate with qualifications and experience. Competitive benefits package includes Tuition Assistance Program.

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

**Application:** Send letter of application, current vita, copy of transcripts (official transcripts required prior to interviewing), and the names, addresses, telephone numbers, and e-mail addresses of three professional references to:

Christine Zuger  
Catalog Librarian Search Committee  
GC&SU Library  
Campus Box 043  
Milledgeville, GA 31061

Georgia College & State University is an Equal Opportunity/Affirmative Action institution, which has a commitment to cultural, racial, and ethnic communities and encourages women and minorities to apply. It is expected that successful candidates share in this commitment.

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GEORGIA STATE UNIVERSITY, Atlanta, Georgia, is looking for a Lecturer and Coordinator of Media Center.

**Description:** Full-time lecturer in Music Survey and Coordinator of Media Center. Begins 8/15/06. Teach two music survey courses for non-majors each semester, consistent with interests and expertise. Coordinate a variety of survey courses for rigorous content, consistent with learning outcomes, and innovative use of technology. Coordinate School of Music Media Center, including supervision of graduate assistants, organization/management of materials, and oversight of operations.

**Deadline:** Dec. 1, 2005 or until filled.

Application: Send letter of application, vita, 3 current letters of recommendation to

Julinda Norton  
Coordinator of Music Survey Search  
GSU School of Music  
PO Box 4097  
Atlanta, GA 30302-4097

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ILLINOIS WESLEYAN UNIVERSITY, Bloomington, Illinois, is looking for a Visiting Public Services Librarian and a Visiting Fine Arts Librarian.

Description: Illinois Wesleyan University's Ames Library invites applications for two temporary positions: Visiting Public Services Librarian and Visiting Fine Arts Librarian. Both positions are full-time, entry-level positions that will participate in information literacy initiatives and teach course-integrated library instruction sessions, provide reference and research services (including evening and weekend rotation), and participate in collection development for the library's print and electronic resources via the Library's liaison program. The liaison responsibilities for the Visiting Public Services Librarian will be based upon the candidate's background and library's needs. The Visiting Fine Arts Librarian will specialize in the Fine Arts (Art, Music, Theatre Arts).

General Information: Illinois Wesleyan University is a vibrant academic community of 2,100 students and 180 full-time faculty. The Ames Library is a state-of-the-art learning environment conducive to interaction, consultation, study and reflection and is dedicated to serving the scholarly needs of the Illinois Wesleyan University community. Motivated by our desire to understand, anticipate, and fulfill the research and information needs of our community, we continually evolve in our efforts to meet those needs.

**Required Qualifications:**

ALA-accredited MLS or international equivalent  
Coursework in one or more of the following areas: instruction, collection development, reference; preferably in an academic setting  
Excellent oral and written communication skills, interpersonal skills, and problem-solving abilities

**Preferred Qualifications:**

Experience delivering reference service in an academic setting  
Demonstrated teaching excellence  
Background in liberal arts environment  
For Visiting Fine Arts Librarian, background or specialization in music librarianship or other fine arts area (visual or performance arts)  
Benefits: Excellent benefits package, including TIAA-CREF retirement plan, medical and dental insurance.

Deadline: Review of applications will begin immediately and continue until the positions are filled. Anticipated start date is January 2006. The positions will last through July 2006. (Both are sabbatical replacement positions.)

Application: To apply, submit a letter of application, vita, and the names and contact information of three current references to

Kristin Vogel  
Acting University Librarian  
c/o The Ames Library  
#1 Ames Plaza  
Post Office Box 2899  
Bloomington, IL 61702-2899

Application materials may also be e-mailed to [kvogel@iwu.edu](mailto:kvogel@iwu.edu). Illinois Wesleyan University is an equal opportunity employer.

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NORTHWESTERN UNIVERSITY, Evanston, Illinois, is looking for a Library Assistant 3.

Job Summary: This position is responsible for daily management of Music Library circulation and reserve services. This position will supervise 15 student assistants, interpret procedures and policies, assist patrons with reference and circulation, manage stacks, and interact with Main Library and other departments. Various software programs including Voyager, Peoplesoft, and Adobe products will be utilized in this position.

Specific Responsibilities: Overseeing the Music Library circulation operations; Scheduling desk coverage for all hours that the Music Public Service desk is open; Covering unplanned absences for desk shifts as needed; Managing Music Library stack control operation which includes shelving and stacking of books; Overseeing maintenance of stacks, reports cataloging, and preservation needs; Enforcing library policies regarding materials, access and privileges; Governing all aspects of automated accounting and billing; Updating patron's record pertaining to billing and fines of lost or overdue items; Sending out daily overdue and other notices; Collecting fines and fees; Referring unpaid fines to student finance as necessary; Understanding circulation procedures (e.g., patron's record, item records, charging and discharging materials, placing holds and recalls) and holdings information to answer basic holdings questions; Resolving problems and conflicts with patrons and library accounts; Coordinating with the Main Library and Student Finance Office using the Peoplesoft system; Initiating re-ordering of lost and missing books and scores; Assisting Public Services Librarian in establishing, reviewing and communicating circulation policies and procedures; Representing Music Library on the Circulation Services Committee and other relevant task forces; Serving as a liaison from the Music Library to Main Library departments and library-wide committees involved in establishing policies and procedures related to circulation, reserve, and stack control; Assuming responsibility for initial reference contacts and providing service at the Reference Desk; Serving as primary contact with faculty, students, staff, and community members in matters related to circulation and reserve; Coordinating and supervising all automated circulation procedures; Managing and analyzing daily computer operations reports; Supervising 15 student assistants (4 FTE employees); Interviewing, hiring, training, scheduling and evaluating staff in tasks related to circulation, reserve, and stack control; Approving timesheets for all student and temporary employees in ETES system; Acting as a liaison with work-study, Library personnel and payroll departments on matters relating to work-study eligibility and payroll issues; Organizing students in a variety of projects, including searching and shelf-reading; Overseeing the Music Library reserve operations; Searching and deriving bibliographic records for Voyager reserve database; Creating new bibliographic records for some reserve materials; Performing Music Library's electronic reserve

activities, including scanning and processing Adobe-pdf files and requesting copyright clearance;  
Performing other related duties as required or assigned.

Minimum Qualifications: A bachelor's degree in music, or the equivalent combination of education, training and experience from which comparable skills can be acquired; Supervisory experience; Ability to work effectively with library staff, University faculty, staff and students, alumni and visitors; Ability to exhibit poise, tact, patience and common sense in all public contacts; Excellent interpersonal skills; High degree of dependability, organization and attention to detail; Ability to work independently and problem solve; Knowledge of music research; Knowledge of library databases; Ability to lift a minimum of 25 pounds; Ability to push and pull loaded book trucks.

Preferred Qualifications: A graduate study in music, or the equivalent combination of education, training and experience from which comparable skills can be acquired; Library experience; Knowledge of German, French, Italian or Spanish.

Salary: \$16.90 - 21.15

Deadline: Until filled.

Application: Please do the following: Submit your resume for the position you are applying for via email to [resume@northwestern.edu](mailto:resume@northwestern.edu). List the requisition number and job title in the subject line of your email. Resumes that do not include the requisition number and job title will not be processed. Once you have submitted your resume, you will receive an auto reply confirming receipt of your email. Subsequent emails within a ten-day period will not receive a confirmation reply email. For all resumes received, if there is interest in your candidacy, the human resources recruiter or the department hiring manager will contact you. Please no walk-ins, faxed or federal mail resumes. Email resumes provide for a rapid and efficient response time.

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The UNIVERSITY OF CALIFORNIA, San Diego, California, is looking for an Instruction and Outreach Librarian, Arts Libraries.

The Libraries of the University of California, San Diego (UCSD) seek an enthusiastic and creative informational professional to organize and strengthen the Arts Libraries undergraduate instruction program and participate in supporting our outreach initiatives.

The University and the Libraries: With a current enrollment of over 26,000 students, UCSD is a powerful magnet for those seeking a fresh, innovative approach to education and research. In just four decades, the campus has achieved international distinction for its educational excellence, research strength and institutional flexibility. Ranked fifth in the nation and first in the University of California system in federal R&D funding, UCSD annually attracts over \$627 million in research. The National Research Council ranks the campus 10th nationally in the excellence of its graduate programs and quality of its faculty. US News & World Report ranks UCSD 7th nationally overall among public national universities. UCSD has entered a period of major growth with planned enrollment expected to reach 28,365 by 2010. The UCSD Libraries are widely recognized as integral partners in the development and provision of innovative, responsive, and effective information services vital to the University's instructional and research enterprise.

The UCSD Libraries, a member of the Association of Research Libraries, consist of ten campus libraries<sup>1</sup> with combined collections of more than three million volumes. Integrated services dependent on information technology are a hallmark of the UCSD Libraries. Recent projects include desktop delivery of journal articles, network delivery of digital audio, multilingual character interfaces, patron initiated interlibrary loan, wireless network access, and a vigorous and ambitious Digital Library Program. Components of the information infrastructure include INNOPAC, the integrated library system; the UCSD campus web site; and the UCSD Libraries Web site, an integrated portal for access to library collections and services. UCSD works actively and collaboratively with the other nine UC libraries and the California Digital Library to develop and manage shared collections and services available to all UC faculty and students.

Department Description: The UCSD Arts Libraries, including the Art & Architecture Library and Music/Film & Video Library, provide information resources and services to actively support the study and teaching of the arts, including the PhD, DMA, MA, MFA and undergraduate degree programs of the Music and the Visual Arts Departments, the Interdisciplinary Computing and the Arts major (ICAM), the Film Studies minor, and the Center for Research in Computing and the Arts (CRCA). The Arts Libraries also serve the arts information needs of campus programs in Literature, Communications, Theatre and Dance, Ethnic and Urban Studies, History, and 6th College, which has a focus on the intersection of arts, culture and technology.

The Arts Libraries collect and provide access to books, periodicals, music scores, reference tools, electronic resources, and media collections, including sound, still image, and moving image materials. We offer traditional and innovative information services as well as media support services such as listening and viewing facilities, digital media reserves, and slide and digital production services for building and extending access to library collections. For over a decade, the Arts Libraries have been an innovator in providing digital media reserves and image resources to the campus. We offer an innovative outreach program which consists of exhibitions and on and off-site events.

Responsibilities: The Arts Libraries Instruction and Outreach Librarian has primary responsibility for developing, conducting, and assessing the general undergraduate arts (including visual art, music, and film studies) instruction and orientation programs for the Arts Libraries. Develops and maintains instructional materials, including print and web-based resources. Supports arts librarians and curators as they develop instruction programs appropriate to upper division undergraduates, graduate students, faculty, and staff. Works with instruction and outreach librarians and staff at other campus libraries to develop and implement programs that support undergraduate interdisciplinary and general education curricula.

Serves as a member of the Arts Libraries Outreach Team which is responsible for planning and executing a lively and diverse outreach program. Participates in exhibit and event development. Coordinates external communications for Arts Libraries outreach activities.

Participates in providing information and reference assistance in the arts.

Represents the Arts Libraries on instruction and outreach committees and supports library-wide instruction and outreach initiatives.

UCSD librarians are expected to participate in library-wide and system-wide planning and governance, and to be professionally active.

Reports to the Department Head, Arts Libraries.

Required Qualifications:

Professional degree from an accredited library school or other appropriate degree.

Academic degree or significant coursework in any of the arts.

Knowledge of arts literature and research methods and the information needs and practices of arts students.

Knowledge of information literacy and active learning concepts.

Experience in instruction and in using technology to deliver information services.

Superior interpersonal, oral and written communication skills.

Demonstrated ability to interact and network effectively with diverse internal and external clientele.

Demonstrated ability to work independently as well as collaboratively in a complex, changing environment.

Preferred Qualifications:

Two or more years' experience providing reference or instructional services in an academic setting.

Experience in writing and editing, exhibit development, marketing, or related external communications activities.

Salary, Rank & Benefits: Preferred appointment level: Assistant Librarian I – Assistant Librarian III with an approximate salary range of \$37,920 - \$42,996.

In addition to a technologically state-of-the-art and intellectually stimulating environment, UCSD offers a highly competitive compensation package that includes choices for medical, dental and optical programs; excellent retirement programs; tax-savings programs; life, automobile and short/long-term disability insurance; relocation reimbursement; outstanding recreational facilities; innovative training programs; generous professional development funding; domestic partner benefits; and on-campus childcare.

Librarians at UCSD are academic appointees and entitled to appropriate professional leave and all other perquisites granted to non-faculty academic personnel. Applicants interested in employment opportunities for spouses/partners are encouraged to consider the UCSD Academic Job Opportunities Bulletin, the UCSD Staff Employment Opportunity Bulletin, or employment opportunities at other education and research institutions in San Diego.

Deadline: Application consideration begins November 28, 2005 and will continue until the position is filled.

Application: Send application letter including a statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about your qualifications for this position to [libraryjobs@ucsd.edu](mailto:libraryjobs@ucsd.edu) or to

UCSD

Amanda M. Lawhorn

Library Human Resources

9500 Gilman Drive Dept. 0175-H

La Jolla, CA 92093-0175



Telephone: 858.534.1279  
Confidential Fax: 858.534.8634

UCSD is an equal opportunity/affirmative action employer and specifically seeks candidates who can actively contribute to an environment of cultural and ethnic diversity. Applicants are invited to preview campus diversity resources and programs at 'Diversity at UC San Diego'.

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FURMAN UNIVERSITY, Greenville, South Carolina, is looking for a Music Librarian.

General Information: Furman University, one of the nation's top ranked liberal arts colleges, is seeking a talented librarian for the position of Music Librarian.

Responsibilities: Manages the operations of the Maxwell Music Library, providing research assistance and library instruction and overseeing circulation and collection development. Supervises student workers. Serves as library liaison to Music and other departments. Participates in general library and faculty activities. Collaborates with other library faculty in planning the optimal delivery of services in the main library and branch libraries.

Requirements: ALA/MLS, undergraduate or graduate degree in music, academic library experience, knowledge of music resources and information technology. Experience in music librarianship preferred. A complete job description is available at <http://library.furman.edu/staff/positions.htm>.

Deadline: Review of applications will begin January 3, 2006, and will continue until the position is filled

Application: Submit letter of application, resume, transcripts (copy acceptable initially), names, addresses, and phone numbers of three references to:

John K. Payne, Associate Director of Libraries  
Furman University  
3300 Poinsett Highway  
Greenville, South Carolina 29613

AA/EOE/ADA

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The MUSIC LIBRARY ASSOCIATION is looking for a Treasurer/Executive Secretary.

Description: The Treasurer/Executive Secretary oversees the financial and administrative functions of the Association. The Treasurer/Executive Secretary works closely with A-R Editions, the Association's business office, which performs day-to-day accounting, maintains the membership database and secure server, and provides membership services such as renewals, mailings, and conference registration. The Treasurer/Executive Secretary reviews all requests for payment and signs all checks; prepares and distributes various reports and the annual calendar; and serves as a liaison between A-R Editions staff, the Board and the membership of the Association on relevant matters. The Treasurer/Executive Secretary is a non-voting member of the Board of Directors and an ex-officio voting member of the

Development, Finance, Membership, and Publications Committees, as well as the Marketing Subcommittee, and an ex-officio, non-voting member of the Investments Subcommittee. The Treasurer/Executive Secretary works closely with these committees, the Association's administrative office, the President, and the Board to carry out the mission of the Association.

Qualifications: The position requires a dynamic, well-organized and detail-oriented individual with at least five years of experience as a music librarian; administrative experience and knowledge of management principles (including fiscal operations); experience in editing or the production of publications; electronic mail and computer access and literacy; and familiarity with the Music Library Association and other professional organizations. Experience with Microsoft Access, Microsoft Excel, and QuickBooks (or other standard bookkeeping/accounting software) is preferred. Membership in MLA is required. The Treasurer/Executive Secretary receives an honorarium of \$5,500 per year and support for expenses necessary to carry out the responsibilities of the position (travel, telephone, postage, supplies, etc.).

Term: The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Treasurer/Executive Secretary annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed at the February 2006 annual meeting and will work closely with the current Treasurer/Executive Secretary until the annual meeting in Pittsburgh, Pennsylvania, in February 2007, taking over all responsibilities at that time.

Deadline: December 15, 2005.

Application: Please send a letter of application and resume with a list of three professional references by mail or e-mail attachment to:

Paula Matthews  
Arthur Mendel Music Library  
Woolworth Center for Musical Studies  
Princeton University  
Princeton, NJ 08544

[pmatthew@princeton.edu](mailto:pmatthew@princeton.edu)

Recommendations for candidacy are welcome. The Search Committee will hold interviews in Memphis, Tennessee, in conjunction with the Association's annual meeting, scheduled for 22-26 February 2006. Members of the Search Committee are: Patrick Wall, Nancy Nuzzo, Ken Calkins, Daniel Boomhower, and Paula Matthews, chair.

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The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Cataloging Librarian-Music Specialist, Technical Services/Cataloging Department.

Description: Under the direction of the Head, Cataloging, Manager of Bibliographic Systems, catalogs and classifies musical scores, musical sound recordings and monographs in English and World Languages, videos and data files for adult and juvenile collections on an online system with an integrated authority control facility. Manipulates existing bibliographic utility and local catalog records

and creates original records in MARC formats, establishes names and subject authorities, and cross references. Plans and executes special cataloging assignments including training professionals and paraprofessional staff, contributing to the development of procedures and manuals, and preparing reports. Performs related duties as required.

Requirements: ALA-accredited Master's degree in Library and Information Studies. Demonstrated substantial knowledge of music history, terminology, and music notation. Successfully demonstrated knowledge of Anglo-American Cataloging Rules, Library of Congress Subject and Name Authorities, Dewey Decimal Classification, MARC formats, and principles of authority control. Successfully demonstrated experience using an online bibliographic utility, such as OCLC and an online cataloging system. Demonstrated ability to work well independently and to plan and execute complex projects. Good oral and written communication skills. Reading knowledge of music required. Reading knowledge of one or more Romance Languages preferred. Knowledge of Microsoft office software including Word, Access, and Internet Explorer, preferred.

Deadline: Until filled.

Application:

In Person: Monday thru Friday 9:00 am - 4:00 pm  
19 E. 34th Street, 5th Floor (between Fifth and Madison)

By Mail:  
New York Public Library  
Human Resources Department  
Attn: Employment & Placement Office  
188 Madison Avenue  
New York, NY 10016-4314

By Email: When applying by e-mail, cover letters and resumes should be sent as an attachment. Attachments may be in a Microsoft Word or RTF (Rich Text Format). Please refer to the specific job you are applying for in the subject line and message area of your e-mail. E-mail applications can be sent to the following address: [hrd@nypl.org](mailto:hrd@nypl.org)

By Fax: When faxing your cover letter and resume please be sure to use a fax cover sheet with the address listed above and the specific position you are applying for. Fax applications can be sent to the following number: (212) 592-7327

An Equal Opportunity Employer

Only candidates selected for further consideration will be contacted.

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The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Librarian II (or Librarian I on a training basis), The Research Libraries/Technical Services/Cataloging Division/ Monograph Cataloging Section.

Description: Under direction of Head of Monograph Cataloging Section, performs original cataloging for music scores and monographs issued in various formats. Performs descriptive cataloging and subject analysis. Classifies materials according to The Library's own classification schemes. Creates authority records for contribution to the NACO/SACO program. Performs cataloging database maintenance. Works in an on-line environment using various resources, including OCLC, RLIN, the Internet, and other software programs. Performs original cataloging for monographs in other subject areas as required. May train and supervise paraprofessionals performing copy cataloging of music materials. Performs related duties as required.

Requirements: ALA-accredited Master's degree in Library and Information Studies. Undergraduate or graduate studies in music, preferably in musicology. Successfully demonstrated professional experience required to be considered at the Librarian II level. Successfully demonstrated knowledge of AACR2r, MARC formats, and Library of Congress policies and practices for subject analysis and descriptive cataloging of music scores and monographs issued in various formats, including CD-ROM, videotape, audio cassette, sound recording, and electronic formats. Successfully demonstrated experience cataloging music scores and other formats. Successfully demonstrated experience using OCLC or RLIN. Substantial experience using an integrated library system, preferably III's (Innovative Interfaces, Inc) Millennium System. Successfully demonstrated knowledge of two unrelated Western European languages, preferably one Germanic and one Romance, sufficient to do subject analysis for materials published in these two languages. Successfully demonstrated ability to use basic office computer software such as MS Word, MS Excel, and email programs. Successfully demonstrated ability to follow detailed oral and written instructions, to adapt to a changing environment, and to work well independently and in a team.

Deadline: Until filled.

Application: To apply, please send cover letter and resume. Please refer to job code: LS-L2CMC.

Email: [lsresumes@nypl.org](mailto:lsresumes@nypl.org)

Mail:

The New York Public Library  
HR Dept, Code LS-L2CMC  
188 Madison Ave 5th Floor  
New York, NY 10016  
Fax: 212-592-7327

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AMERICAN UNIVERSITY, Washington, D.C., is looking for a Music/Performing Arts Librarian. General Information: American University Library invites applications for a tenure track Music/Performing Arts Librarian at the rank of Assistant Librarian.

The American University, incorporated in 1893, offers a wide range of undergraduate and graduate programs, many with international focus, to over 11, 000 students. Its proximity to centers of technology, politics, justice, world affairs, communication, science, business, and the art in the Washington, D.C. area enhances the learning environment. The University Library is a team-based organization serving the University through a collection of over 800,000 volumes, 20 library faculty, 56 full time staff, plus over 190 student assistants, and a budget of over \$7 million. The University is an

active member of the Washington Research Library Consortium with a shared Endeavor system that includes an online public catalog and numerous bibliographic databases and full text databases.

Responsibilities: Seeking an innovative, energetic, and service-oriented music/performing arts librarian to provide leadership to facilitate excellence in teaching and learning through the development of comprehensive and broad-ranged collections in music and to provide teaching, learning, and research opportunities commensurate with Department of Performing Arts and other academic programs. Responsible for the overall management of the Music Library and collections. Perform administrative and management tasks, including formulating and implementing goals, objectives, policies, and procedures in consultation with constituents served by the facility; setting priorities; allocating financial, staff, and space resources. Manage print and electronic database collections and audio delivery system. Manage a staff of 3 FTE support staff. Administer the Music Library collection development activities including the solicitation of gifts. Manage the music manuscript collections. Serve as bibliographer for printed music and special materials. The head of the Music Library traditionally catalogs scores and recordings. Position is responsible to the University Library and the College of Arts and Sciences, Department of Performing Arts (CAS, DPA) and reports primarily to the Assistant University Librarian for Collections Services.

Library faculty participate in library governance activities. The Music and Performing Arts librarian also participates in regular faculty meetings and other governance functions of the Department of Performing Arts and consults regularly with the director of music and the chair of the department. Library faculty are expected to develop professionally, to contribute to creative and scholarly research, and to participate in campus-wide activities.

Requirements: ALA accredited M.L.S.; advanced degree in music, preferably musicology or performing arts to include dance, theatre or music performance. Three years experience in a music or performing arts library, preferably at an academic or research institution. Demonstrated managerial and collection development experience. Substantial knowledge of music repertory, music bibliography, and music acquisitions. Awareness of current concerns and developments in music librarianship. Evidence of potential for scholarship and ongoing professional development. Outstanding interpersonal and communication skills. Strong public service ethic; collaborative skills. Ability to shift priorities in a rapidly changing environment. Ability to work across a broad-based constituency and to communicate a positive library image.

Salary & Benefits: Salary commensurate with experience and qualifications. Position available immediately.

Deadline: Review of applications will begin November 7, 2005 and continue until the position is filled.

Application: Send a letter of application, resume, names, addresses, and telephone numbers of three references to:

Michele Mikkelsen, Library Personnel Officer  
American University Library  
4400 Massachusetts Ave., NW  
Washington, D.C. 20016-8046  
mmikkel@american.edu

American University is an AA/EEO university committed to a diverse faculty, staff and student body. Women and minority candidates are strongly encouraged to apply.

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BOWLING GREEN STATE UNIVERSITY, Bowling Green, Ohio, is looking for a Head Librarian, Music Library and Sound Recordings Archives (MLSRA).

Responsibilities: Administers MLSRA; participates in collection development, reference, instruction.

Minimum Qualifications: ALA-accredited MLS with 5 yrs. related academic library experience; Masters degree in music; demonstrated expertise in music librarianship; demonstrated effective teaching and supervisory experience; excellent interpersonal and communication skills; strong service orientation, including service to diverse communities; ability to work independently and collegially; record of research, publication, professional activities; knowledge of trends and emerging technologies in music librarianship.

Salary, Rank & Benefits: Fiscal year, tenure-track faculty position. Assistant/Associate Professor. Salary competitive and commensurate with peer institutions for rank and position in keeping with candidate's experience and credentials. For detailed description visit <http://www.bgsu.edu/colleges/library/admin/jobs.html>.

Deadline: Preferred start date July 2006. Applications must be received or postmarked by Jan. 6, 2006.

Application: Submit application letter, vitae, and name, address, contact information for minimum 3 references:

Beverly J. Stearns  
Administrative Office  
204 Wm. T. Jerome Library  
Bowling Green State University  
Bowling Green, OH 43403-0170

Email: [bstearn@bgnet.bgsu.edu](mailto:bstearn@bgnet.bgsu.edu)

FAX: (419) 372-7996

BGSU is an AA/EO institution

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The CALIFORNIA INSTITUTE OF THE ARTS, Valencia, California, is looking for a Performing Arts Librarian.

General Information: The California Institute of the Arts (CalArts) seeks an experienced librarian to be responsible for services and collections in support of the Schools of Dance, Music, and Theater. This is a public services position working collaboratively with other librarians to develop collections, reference services, and instructional opportunities. The position reports to the Dean of Library and Information Resources. CalArts educates professional artists in a unique learning environment founded on the principles of art making excellence, experimentation, critical reflection and independent inquiry. CalArts is an Equal Opportunity Employer (EOE).

General Duties: The Performing Arts Librarian delivers library services to students and faculty in the Schools of Dance, Music, and Theater, including collection development in support of the performing arts and integrating advancements in information technologies and interlibrary cooperation. This position participates in reference services, contributes to creating programs that instruct students in the use of information resources, and trains and supervises student assistants. The Performing Arts Librarian also manages the rental scores program for the School of Music. All librarians share responsibility to assure curricular needs are met through a balanced collection; serve on Institute councils, committees, etc.; maintain an awareness of and interest in CalArts' academic and artistic programs; and actively engage in the profession. We accept and support the "ALA Code of Ethics" as the principles guiding our work.

Qualifications: Required: MLS (or equivalent) from an ALA-accredited program; graduate degree in one or more of the three disciplines (dance, music, and theater); professional reference services experience in an academic setting of both undergraduate and graduate programs; strong public service orientation; collection development, collection budget, and library instruction experience; and effective interpersonal and strong communication skills. Preferred: Experience in an arts college library; working knowledge of one or more foreign languages; knowledge of music librarianship; and project planning and implementation experience.

Salary, Rank & Benefits: Faculty position, twelve-month appointment; salary dependent on qualifications. CalArts does not offer tenure. Benefits include retirement plans, vacation, and health and dental insurance.

Deadline: Position available July 1, 2006. Review of applications will begin February 6, 2006.

Application: To apply send a current résumé, contact information for three references, and a letter detailing your interest in this position to:

Jeff Gatten, Dean of Library and Information Resources  
California Institute of the Arts  
24700 McBean Parkway  
Valencia, CA 91355

or email to [jgatten@calarts.edu](mailto:jgatten@calarts.edu)

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The MUSIC LIBRARY ASSOCIATION is looking for an Advertising Manager.

Description: As a special officer of the Music Library Association (MLA), the Advertising Manager serves the organization on two separate but equally important fronts: working with its Board to maximize revenue, and coordinating efforts with the Notes editor to maintain or surpass the quality and timeliness of the advertisements for each issue of the journal. As such, the duties of the Advertising Manager include, but are not limited to the following: (1) provides advertising copy per specifications used with MLA publications (<http://www.areditions.com/journals/info/AdSpec.html>) to the MLA Business Office for each MLA publication (four quarterly issues of Notes and the annual Membership Handbook, and others, if necessary); (2) maintains and updates at least annually the advertising rate card for Notes and other Association advertising venues; (3) reviews all advertisements when received

and advises on optimal format, including size, layout, resolution, file format, and content; (4) determines if advertisement as submitted meets the establish specifications, or suggests revisions to the advertiser, or has the MLA Business Office create advertisements for a fee, if necessary; (5) submits material in an organized and timely way; (6) prepares invoices for the MLA Business Office after submitting ad copy for publication.

This position reports to the MLA Board on financial matters, and coordinates efforts with the Notes editor to maintain the journal's production schedule. The Advertising Manager is required to attend the annual meeting of the Association in order to meet with advertisers, review processes with the Notes editor and A-R staff, and to meet with the Board. The Advertising Manager is a voting member of the MLA Publications Committee, and works closely with the Notes Editor, Association's Business Office, the President, and the Board to carry out the mission of the Association.

Qualifications: The position requires a dynamic, well-organized and detail-oriented individual with at least five years of experience as a music librarian; administrative experience and knowledge of advertising principles; experience in editing or the production of publications; electronic mail and computer access and literacy; a working knowledge of graphics and graphics formats associated with MLA publication, including but not limited to TIFF, JPEG, EPS and PDF; and familiarity with the Music Library Association and other professional organizations. Experience with Microsoft Office technology and its applications, as well as Adobe Acrobat for handling PDF files (ad submissions and page proofs). Membership in MLA is required. The Advertising Manager receives a percentage of the income gained on advertisements sold for the Association and its journal paid out as an honorarium (currently at 17%).

Term: The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Advertising Manager annually with input from the Notes editor. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed at the February 2006 annual meeting and will work closely with the current incumbent (or interim advertising manager) to ensure a smooth transition.

Deadline: December 15, 2005.

Application: Please send a letter of application and resume with a list of three professional references by mail or e-mail attachment to:

Jim Cassaro  
University of Pittsburgh  
Music Library  
B30 Music Bldg  
Pittsburgh, PA 15260

E-mail: [cassaro@pitt.edu](mailto:cassaro@pitt.edu)

Recommendations for candidacy are welcome. The Search Committee will hold interviews in Memphis, Tennessee, in conjunction with the Association's annual meeting, scheduled for 22-26 February 2006. Members of the Search Committee are: Karen Little, Michael Rogan, Jim Zychowicz, and Jim Cassaro, chair.



The MUSIC LIBRARY ASSOCIATION is looking for a Convention Manager/Assistant Manager.

Description: The Convention Manager (CM) and Assistant Convention Manager (ACM) are authorized by the President and the Board to coordinate and oversee the planning and execution of national conventions of the association. The CM oversees all convention details and is responsible for onsite management of national conventions. The CM serves as liaison among the Program Committee chair, the chair of the Local Arrangements Committee and its budget officer, the publicity officer, the chair of the Education Committee (if a pre-conference workshop is being planned), the Treasurer/Executive Secretary, the MLA Board, the MLA Business Office, and other affiliated groups planning events in conjunction with MLA's annual conference. The CM negotiates with hotels for future conventions, signs contracts (countersigned by the President) to secure accommodations for meeting and sleeping rooms and makes all solicitations and arrangements concerning exhibitors whose publications, products and services are displayed at conventions. The position demands heavy involvement, especially in the early fall when the Convention Budget is prepared and exhibitors/advertisers are solicited, and during the two months prior to the annual convention, with lesser involvement throughout the year. The ACM accompanies the CM on site inspection/hotel negotiation trips and manages all facets of exhibits and advertising for the convention.

Specific Duties: CM duties include: site inspection, reporting findings and making recommendations to the Board, and hotel contract negotiations, communicating with the hotel's sales staff, coordinating the work of the Program Committee and Local Arrangements Committee, assigning meeting rooms; communications with the hotel's catering/banquet service, the A-V service, the photocopy service, and other services, as necessary. The CM prepares the convention budget, works with the Program Committee and the Local Arrangements Committee, and attends the fall meeting of the MLA Board. The CM has final responsibility for on-site management of all facets of the convention, reports to the membership at the annual convention on recent, current and future national conventions, and confirms and submits all bills to the MLA Treasurer. In addition, the CM is responsible for maintaining, revising and updating, and distributing MLA's Convention Manual. The ACM and CM serve as ex-officio members of both the Program Committee and the Local Arrangements Committee.

ACM duties include: solicitation of exhibitors and program advertisers for the annual convention, maintaining a master list of exhibitors/ advertisers, fund-raising among exhibitors, and overseeing all aspects of exhibits for the convention. This includes communications/negotiations with decorating/drayage firms, security firms, and telephone/internet/electrical services, and on-site management of the exhibit area during the convention. The ACM works closely with the CM, consulting, whenever necessary, to become familiar with the duties and responsibilities of the position.

Qualifications: Five years experience as a music librarian; membership in the Music Library Association, with a solid understanding of its organizational and annual convention structure; administrative experience with good organizational and management skills; ability to set and meet deadlines; budgeting experience; effective communication skills in person, on the phone and in writing; availability for business trips of 2-3 days duration 3-5 times per year; availability to attend all annual conventions for a full week; good computer skills including word processing software and spreadsheet management with access to a high quality printer, modem, fax machine, and electronic mail. Skills in database management are highly desirable.

Benefits: The CM and ACM receive support for expenses required to carry out the responsibilities of the position (travel, telephone, postage, etc.) and honoraria. Honoraria are determined annually by the Executive Board. For FY 2005-2006 the honoraria are: CM \$4500; ACM \$3000.

Duration of Appointment: The ACM's term begins July 1, 2006. Initial appointment is one year, with reappointment possible up to a total of four years. The first two years are spent as ACM; the third and fourth years are spent as CM.

Deadline: December 15, 2005

Application: Send five copies of letters of application, résumés and names of three professional references to:

Ned Quist  
Orwig Music Library  
Box A  
Brown University  
Providence, RI 02912

Recommendations for candidacy are welcome and should be sent to Ned Quist at the above address or to Edwin\_Quist@brown.edu. Interviews will be held at the Annual Meeting in Memphis. Members of the Search Committee are: James L. Zychowicz, Christine Clark, James Farrington, Brad Short and Ned Quist, Chair.

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The MUSIC LIBRARY ASSOCIATION is looking for a Treasurer/Executive Secretary.

Description: The Treasurer/Executive Secretary oversees the financial and administrative functions of the Association. The Treasurer/Executive Secretary works closely with A-R Editions, the Association's business office, which performs day-to-day accounting, maintains the membership database and secure server, and provides membership services such as renewals, mailings, and conference registration. The Treasurer/Executive Secretary reviews all requests for payment and signs all checks; prepares and distributes various reports and the annual calendar; and serves as a liaison between A-R Editions staff, the Board and the membership of the Association on relevant matters. The Treasurer/Executive Secretary is a non-voting member of the Board of Directors and an ex-officio voting member of the Development, Finance, Membership, and Publications Committees, as well as the Marketing Subcommittee, and an ex-officio, non-voting member of the Investments Subcommittee. The Treasurer/Executive Secretary works closely with these committees, the Association's administrative office, the President, and the Board to carry out the mission of the Association.

Qualifications: The position requires a dynamic, well-organized and detail-oriented individual with at least five years of experience as a music librarian; administrative experience and knowledge of management principles (including fiscal operations); experience in editing or the production of publications; electronic mail and computer access and literacy; and familiarity with the Music Library Association and other professional organizations. Experience with Microsoft Access, Microsoft Excel, and QuickBooks (or other standard bookkeeping/accounting software) is preferred. Membership in MLA is required. The Treasurer/Executive Secretary receives an honorarium of \$5,500 per year and support for

expenses necessary to carry out the responsibilities of the position (travel, telephone, postage, supplies, etc.).

Term: The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Treasurer/Executive Secretary annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed at the February 2006 annual meeting and will work closely with the current Treasurer/Executive Secretary until the annual meeting in Pittsburgh, Pennsylvania, in February 2007, taking over all responsibilities at that time.

Deadline: December 15, 2005.

Application: Please send a letter of application and resume with a list of three professional references by mail or e-mail attachment to:

Paula Matthews  
Arthur Mendel Music Library  
Woolworth Center for Musical Studies  
Princeton University  
Princeton, NJ 08544

[pmatthew@princeton.edu](mailto:pmatthew@princeton.edu)

Recommendations for candidacy are welcome. The Search Committee will hold interviews in Memphis, Tennessee, in conjunction with the Association's annual meeting, scheduled for 22-26 February 2006. Members of the Search Committee are: Patrick Wall, Nancy Nuzzo, Ken Calkins, Daniel Boomhower, and Paula Matthews, chair.

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The UNIVERSITY OF LOUISVILLE, Louisville, Kentucky, is looking for a Music Librarian.

General Information: The University of Louisville seeks an energetic, service-oriented librarian who is skilled and interested in both technical and public services in a music branch library. Reporting to the Director of the Music Library, the two major areas of responsibility are: 1) music cataloging in all formats, and 2) reference and instruction for Music Library. Under the leadership of the Dean, University Libraries (1999 ACRL Academic Librarian of the Year), the Libraries became the 124th member of the Association of Research Libraries. U of L is Kentucky's metropolitan university serving 21,000 students in the largest urban area in the state. For more information about the Libraries, the University of Louisville and the Louisville area, see <http://www.louisville.edu/library/>; <http://www.louisville.edu>; and <http://www.loukymetro.org/> respectively.

Responsibilities: Catalog and classify music materials including original cataloging in all formats, authority work, and editing the work of copy cataloger for music materials. Develop, recommend, and implement policies and procedures necessary for preparing music materials for use including check-in and binding. Provide reference assistance to library users using print, online, and audiovisual resources. Develop and maintain instructional materials and assist with related web page development; develop and maintain a progressive program of instruction for all music library patrons. Participate in planning and implementation of branch goals and objectives. Provide support to other operational areas of the

Music Library including circulation, the audio lab, and facilities matters as needed. Future responsibilities may include collection development or technological support for the branch. Work within a team environment in support of the Libraries' user-centered goals.

Minimum Qualifications:

Master's degree from an ALA accredited institution and an undergraduate degree in music  
Working knowledge of AACR2, LC Subject Headings, LC Classification, MARC formats, LC Rule Interpretations and Music Cataloging Decisions  
Working knowledge of information and digital technologies  
Knowledge of music literature and music reference sources  
Potential for scholarship to meet University promotion and tenure requirements  
Strong interpersonal, oral, and written communication skills  
Ability to work collaboratively in a team environment; ability to work independently  
Preferred Qualifications:

Previous experience in an academic music library  
Graduate degree in music  
Recent cataloging experience  
Teaching or academic library reference experience  
Working knowledge of at least one foreign language (German, French, or Italian)  
Salary, Rank & Benefits: This is a 12-month appointment; rank and salary commensurate with qualifications; minimum \$35,000 annually. U of L offers a comprehensive benefits package, including tuition remission for six credit hours per semester. Library faculty appointments are tenure-track positions. Promotion and tenure require a successful demonstration of scholarship, among other criteria.

Deadline: Position available immediately. Applications received by January 15, 2006 will be given full consideration in the initial screening. Applications will be accepted until the position is filled.

Application:

Submit a letter of application, resume, unofficial graduate transcripts, and names, addresses, phone numbers and e-mail addresses of three references to:

Karen Little, Director  
Music Library  
University of Louisville  
Louisville, KY 40292-0001

phone: (502) 852-0529  
fax: (502) 852-7701

[kr Litt01@louisville.edu](mailto:kr Litt01@louisville.edu)

The University of Louisville is an Equal Opportunity/Affirmative Action Employer committed to cultural diversity. Women and minorities are encouraged to apply.