JANUARY
The INDEX TO PRINTED MUSIC PROJECT, James Adrian Music, is looking for a Content Editor.

The INDEX TO PRINTED MUSIC PROJECT, James Adrian Music, is looking for an Indexer.

VANDERBILT UNIVERSITY, Nashville, Tennessee, is looking for a Director of the Anne Potter Wilson Music Library.

FEBRUARY
CORNELL COLLEGE, Mount Vernon, Iowa, is looking for a Consulting Librarian, Humanities and Performing Arts.

The GEORGIA STATE UNIVERSITY, Atlanta, Georgia, is looking for an Archivist, Popular Music Collections.

The NAPLES PHILHARMONIC ORCHESTRA, Naples, Florida, is looking for an Assistant Orchestra Librarian.

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Chief, Music Research Division.

STANFORD UNIVERSITY, Stanford, California, is looking for a Music Sound Recording Cataloger (Grant Project).

The UNIVERSITY OF CENTRAL OKLAHOMA, Edmond, Oklahoma, is looking for a Librarian, Multimedia and Performing Arts.

The UNIVERSITY OF IOWA, Iowa City, Iowa, is looking for a Graduate Assistant/Evening Circulation Supervisor.

The UNIVERSITY OF MISSOURI, Columbia, Missouri, is looking for a Monograph Cataloger.

The UNIVERSITY OF VIRGINIA, Charlottesville, Virginia, is looking for a Head, Music Library.

The UNIVERSITY OF WASHINGTON, Seattle, Washington, is looking for a Head of Multimedia Services.

MARCH
BROWN UNIVERSITY, Providence, Rhode Island, is looking for a Music Catalog/Metadata Librarian.

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

The DALLAS PUBLIC LIBRARY, Dallas, Texas, is looking for an Archivist for the Dallas Symphony Orchestra Collection.

EMORY UNIVERSITY, Atlanta, Georgia, is looking for a Film Studies and Media Librarian.

HARVARD UNIVERSITY, Cambridge, Massachusetts, is looking for a Music and Media Cataloger.
The **NEW YORK PUBLIC LIBRARY**, New York, New York, is looking for a **Librarian III, Rodgers and Hammerstein Archives of Recorded Sound**.

The **PACKARD HUMANITIES INSTITUTE**, Cambridge, Massachusetts, is looking for a **Staff Editor for the Critical Edition of the Complete Works of C.P.E. Bach**.

The **PACKARD HUMANITIES INSTITUTE**, Cambridge, Massachusetts, is looking for an **Editorial/Production Assistant for the Critical Edition of the Complete Works of C.P.E. Bach**.

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

**RUTGERS UNIVERSITY**, New Brunswick, New Jersey, is looking for a **Special Formats Catalog Librarian/Assistant Head of Cataloging**.

**ST. OLAF COLLEGE**, Northfield, Minnesota, is looking for a **Music Librarian, Leave Replacement**.

The **UNIVERSITY OF ILLINOIS** at Urbana-Champaign is looking for a **Music User Services Coordinator**.

The **UNIVERSITY OF NORTH CAROLINA** at Greensboro is looking for a **Cello Music Cataloger**.

The **UNIVERSITY OF WASHINGTON**, Seattle, Washington, is looking for a **Sound Recordings Librarian**.

The **VIRGINIA SYMPHONY**, Norfolk, Virginia, is looking for a **Librarian**.

**WASHINGTON NATIONAL OPERA**, Washington, D.C., is looking for a **Part-Time Library Assistant**.

**APRIL**

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Special Formats Catalog Librarian</td>
<td>Georgia College &amp; State University</td>
</tr>
<tr>
<td>Librarian II - AV Cataloger</td>
<td>Chesapeake (VA) Public Library</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>The University of Miami</td>
</tr>
<tr>
<td>Outreach Librarian</td>
<td>Berklee College of Music</td>
</tr>
<tr>
<td>Publications Assistant</td>
<td>Répertoire International de Littérature Musicale (RILM)</td>
</tr>
<tr>
<td>Music Librarian and Archivist</td>
<td>The National Library of New Zealand</td>
</tr>
<tr>
<td>Librarian (Audiovisual Cataloger)</td>
<td>The University of Maryland</td>
</tr>
<tr>
<td>Archivist, Dallas Symphony Orchestra Collection</td>
<td>Dallas Public Library</td>
</tr>
<tr>
<td>Cello Music Cataloger</td>
<td>The University of North Carolina at Greensboro</td>
</tr>
<tr>
<td>Librarian III (temp. through March 31, 2009)</td>
<td>The New York Public Library</td>
</tr>
<tr>
<td>Sound Recordings Librarian</td>
<td>The University of Washington</td>
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<tr>
<td>Position</td>
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<tr>
<td><strong>Music Catalog/Metadata Librarian</strong></td>
<td>Brown University</td>
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<tr>
<td><strong>Music User Services Coordinator</strong></td>
<td>The University of Illinois at Urbana-Champaign</td>
</tr>
<tr>
<td><strong>Librarian I</strong></td>
<td>Temple University</td>
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<tr>
<td><strong>Cataloger</strong></td>
<td>The University of Chicago</td>
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<tr>
<td><strong>Catalog Librarian</strong></td>
<td>Yale University</td>
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<tr>
<td><strong>Music Cataloger (part-time)</strong></td>
<td>Old Dominion University</td>
</tr>
<tr>
<td><strong>Long-term Temporary Assistant Librarian</strong></td>
<td>NBC Universal Information Center</td>
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**MAY**

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<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td><strong>Subject Librarian - Music</strong></td>
<td>The Banff Centre</td>
</tr>
<tr>
<td><strong>Collection Development Librarian</strong></td>
<td>Florida State University</td>
</tr>
<tr>
<td><strong>Librarian</strong></td>
<td>South Carolina Governor's School for the Arts and Humanities</td>
</tr>
<tr>
<td><strong>Information Services Librarian-Music Specialty</strong></td>
<td>Mansfield University</td>
</tr>
<tr>
<td><strong>Manager of Operations and Publications</strong></td>
<td>RIPM: Retrospective Index to Music Periodicals (1800-1950)</td>
</tr>
<tr>
<td><strong>Instructional Services Librarian</strong></td>
<td>The New School</td>
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**JUNE**

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td><strong>Director, Library Relations</strong></td>
<td>New World Records/DRAM</td>
</tr>
<tr>
<td><strong>Performing Arts Librarian</strong></td>
<td>Kansas State University</td>
</tr>
<tr>
<td><strong>Music Librarian</strong></td>
<td>Ohio Wesleyan University</td>
</tr>
<tr>
<td><strong>Multiple positions: Director of Libraries and Information Services and Librarian(s)</strong></td>
<td>Five Towns College</td>
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<tr>
<td><strong>Music Library Internship</strong></td>
<td>National Public Radio</td>
</tr>
<tr>
<td><strong>Librarian</strong></td>
<td>Grand Rapids Symphony</td>
</tr>
<tr>
<td><strong>Head, Arts and Special Collections</strong></td>
<td>Carnegie Mellon University</td>
</tr>
<tr>
<td><strong>Associate Librarian</strong></td>
<td>National Symphony Orchestra</td>
</tr>
<tr>
<td><strong>Assistant Librarian</strong></td>
<td>National Symphony Orchestra</td>
</tr>
<tr>
<td><strong>Music Cataloger</strong></td>
<td>UCLA</td>
</tr>
<tr>
<td><strong>Head, School of Film and Digital Media Library</strong></td>
<td>University of Central Florida</td>
</tr>
<tr>
<td><strong>Coordinator of Audio-Visual Resources</strong></td>
<td>Franklin and Marshall College</td>
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<tr>
<td>JULY</td>
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<tr>
<td><strong>Music Librarian for Audio and Digital Services</strong></td>
<td>University of North Texas</td>
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<tr>
<td><strong>Chief Librarian, Circulating Collections</strong></td>
<td>New York Public Library</td>
</tr>
<tr>
<td><strong>Ethnomusicology Archive Librarian</strong></td>
<td>UCLA</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>Oklahoma City University</td>
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<tr>
<td><strong>Orchestra Librarian</strong></td>
<td>Wheeling Symphony Orchestra</td>
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<tr>
<td><strong>Orchestra Librarian</strong></td>
<td>The Charleston Symphony Orchestra</td>
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<tr>
<td><strong>Music/Performing Arts Librarian and Coordinator of the Music Library</strong></td>
<td>DePauw University</td>
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<tr>
<th>AUGUST</th>
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<tbody>
<tr>
<td><strong>Head, Music Library</strong></td>
<td>Arizona State University</td>
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<tr>
<td><strong>Cataloging/Database Management Librarian</strong></td>
<td>Winthrop University</td>
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<tr>
<td><strong>Music Collection Development Librarian and Associate Director</strong></td>
<td>Indiana University</td>
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<tr>
<td><strong>Music and Media Catalog Librarian</strong></td>
<td>Kent State University</td>
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<tr>
<td><strong>Sheet Music Catalog Manager</strong></td>
<td>Sheetmusicplus.com</td>
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<tr>
<th>SEPTEMBER</th>
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<tbody>
<tr>
<td><strong>Circulation Supervisor</strong></td>
<td>The New School</td>
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<tr>
<td><strong>Assistant Manager (full-time), Art, Music and Media Services</strong></td>
<td>Allen County Public Library</td>
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<tr>
<td><strong>Music Cataloger</strong></td>
<td>Vanderbilt University</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>Kansas City Symphony</td>
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<tr>
<td><strong>Fine Arts Librarian</strong></td>
<td>The Ohio State University</td>
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</tr>
<tr>
<td><strong>Research Librarian/Information Technology Specialist for the Fine Arts &amp; Humanities</strong></td>
<td>Wheaton College</td>
<td></td>
</tr>
<tr>
<td><strong>Director, Arts and Engineering Libraries</strong></td>
<td>University of Michigan</td>
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<tr>
<td><strong>Research Librarian for Performing Arts</strong></td>
<td>University of California, Irvine</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>University of Manitoba</td>
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<tr>
<th>OCTOBER</th>
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<tr>
<td><strong>Fine Arts Librarian</strong></td>
<td>University of Montana</td>
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<tr>
<td>Position</td>
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<tr>
<td>Development Officer</td>
<td>Music Library Association</td>
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<tr>
<td>Placement Officer</td>
<td>Music Library Association</td>
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<tr>
<td>Director, Film and Media Library</td>
<td>Hofstra University</td>
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<tr>
<td>Librarian III</td>
<td>New York Public Library</td>
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<tr>
<td>Assistant Librarian</td>
<td>The Phoenix Symphony</td>
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<tr>
<td>Head, Music Library</td>
<td>Duke University</td>
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<tr>
<td>Librarian</td>
<td>Florida West Coast Symphony</td>
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**NOVEMBER**

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Assistant Professor of Library Science and Music Librarian</td>
<td>Oklahoma City University</td>
</tr>
<tr>
<td>Information Services Librarian - Music Specialty</td>
<td>Mansfield University</td>
</tr>
<tr>
<td>Technical Reports Editor</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>Assistant Librarian, Music Metadata Librarian</td>
<td>Baylor University</td>
</tr>
<tr>
<td>Head Librarian</td>
<td>San Francisco Conservatory of Music</td>
</tr>
<tr>
<td>Audio and Visual Media Conservator</td>
<td>Emory University</td>
</tr>
<tr>
<td>Technical Services Librarian</td>
<td>Country Music Hall of Fame &amp; Museum</td>
</tr>
<tr>
<td>Music User Services Coordinator and Assistant or Associate Professor of Library Administration</td>
<td>University of Illinois Library at Urbana-Champaign</td>
</tr>
<tr>
<td>Music and Performing Arts Librarian</td>
<td>University of Notre Dame</td>
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**DECEMBER**

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<th>Position</th>
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<tbody>
<tr>
<td>Head, Humanities and Special Collections Cataloging Unit</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Web Editor for the Copyright for Music Librarians website</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>Multimedia Archive Manager</td>
<td>Blue Man Group</td>
</tr>
<tr>
<td>Technical Services Librarian</td>
<td>New England Conservatory of Music</td>
</tr>
</tbody>
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The INDEX TO PRINTED MUSIC PROJECT, James Adrian Music, is looking for a Content Editor. Description: Under a grant from the Mellon Foundation, the Music Library Association is expanding the database of the Index to Printed Music (IPM). This project indexes music published in monumental editions, including Denkmäler and composer collected editions, national editions, genre editions, etc., prepared according to principles generally accepted by scholars. Included are all the editions listed in Collected Editions, Historical Series & Sets & Monuments of Music: A Bibliography (Fallen Leaf Press,
Content focuses on western fine art music, but also includes popular and some non-western repertories.

Responsibilities: Editors receive sheets with bibliography titles from the President. Editors who are in a position to do so are encouraged to identify indexers for those titles. Editors will also be given index entries by the President in their areas of specialty for revision.

Editors read carefully each index entry to make sure that it looks musicologically correct and conforms to the project’s specifications for entries (coding, controlled vocabulary, thematic catalog numbers, etc.). Editors are responsible for insuring that records are correct, either by modifying them themselves or returning records to indexers for modification if the corrections needed are extensive. Pay is $15.00/hour.

Application: Project representatives will be available in at the annual meeting in Memphis. For a meeting, please contact Elizabeth Davis (davise@columbia.edu), Secretary, James Adrian Music.

The INDEX TO PRINTED MUSIC PROJECT, James Adrian Music, is looking for an Indexer.
Description: Under a grant from the Mellon Foundation, the Music Library Association is expanding the database of the Index to Printed Music (IPM). This project indexes music published in monumental editions, including Denkmäler and composer collected editions, national editions, genre editions, etc., prepared according to principles generally accepted by scholars. Included are all the editions listed in Collected Editions, Historical Series & Sets & Monuments of Music: A Bibliography (Fallen Leaf Press, 1997) and their continuations. Content focuses on western fine art music, but also includes popular and some non-western repertories.

Responsibilities: Under the supervision of a content editor and working from the actual scores, the indexer prepares entries using a template. Indexers use the project's Name Authority File for name fields and capture names not in that File, also using a template, into a separate file, also using a template. Indexers use the project Manual for procedures and for controlled vocabulary in selected fields. Indexers need to have a computer and the music in close proximity.

Qualifications: A strong knowledge of music history is required. While the indexing is related to library cataloging, no technical knowledge of AACR2 or MARC formatting is required. Every attempt is made to match an individual's particular knowledge with titles needing indexing. Pay is $1.00 for each entry approved by the content editor. Experience has shown that once indexers learn the system, they can create about 20 entries/hour. Experience also indicates that a minimum of ten hours/week of indexing is necessary to maintain indexing skills, as well as return the Project's initial investment in training. Recently retired music librarians are strongly encouraged to apply.

Application: Project representatives will be available in at the annual meeting in Memphis. For a meeting, please contact Elizabeth Davis (davise@columbia.edu), Secretary, James Adrian Music.

VANDERBILT UNIVERSITY, Nashville, Tennessee, is looking for a Director of the Anne Potter Wilson Music Library.
Description: Vanderbilt University Library is seeking a creative, service-oriented librarian to lead the Anne Potter Wilson Music Library. The Director of the Library is a team-builder working closely with two librarians and two paraprofessional staff in designing and delivering services and collections for the University community in the field of music. Areas of responsibility include collection development, and
oversight for reference and information services, library instruction, circulation services, cataloging, and library operations. The Director also has primary responsibility for the administrative needs of the library including budget planning and control; staff recruitment, supervision and staff development; library public relations; facilities planning; and oversight of general administrative functions. Working with the School and the Library, the Director provides leadership in the further development of digital resources and collections. The Director works collaboratively with the other Library directors in a Library Directors Council that promotes responsive, high quality services to the entire University community. The Director reports to the Deputy University Librarian/Head of Public Services, is a key participant in the Library Management Council, and serves as a liaison with the Blair School of Music.

Qualifications: An M.L.S. from an ALA-accredited institution is required, as is an undergraduate or advanced degree in music, musicology or music-related field. The candidate should demonstrate extensive knowledge of music, music information sources, and strategies for providing effective access to these resources; experience in a music library is preferred. Applicants must have relevant experience in academic libraries; supervisory responsibility is desirable. The successful candidate will demonstrate knowledge of the educational and research needs of the academic community; commitment to the goals of scholarship; enthusiasm for developing a library for the future including the further integration of electronic resources and services; and a proven record of creative leadership, management skills, and contributions to the profession. Essential skills include the ability to develop and manage budgets and communicate and work effectively with staff, faculty and administrator.

Environment: Vanderbilt University consists of ten schools and colleges with an enrollment of over 11,000. The Jean & Alexander Heard Library system has a collection of over 3 million volumes in eight libraries and a staff of 210. Vanderbilt University is a member of the Association of Research Libraries and SOLINET. The Music Library supports research and curriculum needs in music, and provides access to music information for the wider Vanderbilt community. Resources include over 46,000 books and scores, 166 current serial subscriptions. The library houses more than 25,000 sound recordings. The Library staff consists of five people, three of whom are librarians. The Director manages a total annual operating budget of approximately $300,000; collections funds are expected to grow significantly through restricted sources. The Music Library is located within the Blair School of Music building in a facility recently doubled in size. The School has 52 faculty, 177 undergraduate majors and a substantial pre-college program. For more information about Vanderbilt, the Vanderbilt Library, and the Music Library, consult the library web pages at http://www.library.vanderbilt.edu. Vanderbilt University is located in Nashville, Tennessee, a major business and education center in the mid-South with a metropolitan area population of over one million.

Compensation: Salary is negotiable, commensurate with experience. Benefits are those that accrue to exempt staff of the University and include health care insurance, retirement plan options, a tuition discount program, and paid vacation, sick leave, and holidays.

Deadline: Applications received by January 31, 2006 will receive first consideration. The position will remain open until filled.

Application: Preliminary interviews may be held at MLA in Memphis. Send letter of application and resume, including the names, addresses, e-mail addresses, and telephone numbers of three references to:

Lisa Terranova Shipman, Director of Administrative Services
CORNELL COLLEGE, Mount Vernon, Iowa, is looking for a Consulting Librarian, Humanities and Performing Arts.

Description: The Russell D. Cole Library features a team of librarians who collaborate with faculty toward an integrated information literacy program to prepare students for an information society. We seek a consulting librarian for the humanities and performing arts with a passion for teaching and service, enthusiasm for interaction with faculty, initiative and creativity, and skills in reference and collection development with an increasing emphasis on electronic resources. Consulting librarians are members of the professional leadership team in a collegial environment and hold faculty rank. Reference work is required of all librarians, including some evening work. Full-time, 12-month appointment. Additional responsibilities include management of College archives. Since the Cole Library serves the local community as its public library, this librarian will provide service and assist in collection development for community patrons as well.

Qualifications: ALA-accredited Master’s degree required. Outstanding interpersonal, communication, teaching, and problem-solving skills. Understanding of emerging electronic and print information resources relevant to the performing arts and humanities. Strong skills in accessing information via online systems. Strong skills in teaching. Evidence of initiative, creativity, service ethic, ability to prioritize based on organizational goals. Ability to participate substantively in the development of the overall library program. Academic background in the performing arts and/or humanities required.

Deadline: Consideration of applications begins March 1, 2006.

Application: Send letter of application, resume, three letters of recommendation, copies of credentials and transcripts to:

Ms. Ann Opatz, Assistant Dean for Academic Affairs
Cornell College
600 First Street West
Mt. Vernon, IA 52314-1098

Cornell College is an EO/AA employer and encourages applications from women and minority candidates.

The GEORGIA STATE UNIVERSITY, Atlanta, Georgia, is looking for an Archivist, Popular Music Collections.
Description: Georgia State University Library seeks enthusiastic, innovative applicants for the position of Archivist for the Popular Music Collection. The successful candidate will be responsible for overseeing the growth and development of primary and secondary source material of, or related to, the study of American Popular Music from 1900 to present; of particular significance are the papers of the late Georgia-born songwriter and lyricist Johnny Mercer, as well as holdings related to WSB radio (Atlanta, GA), country, bluegrass and Southern gospel. This position must ensure that materials collected are preserved, described, and made available for research while also placing a strong emphasis on outreach, public relations and donor cultivation for this collection.

Responsibilities: The successful candidate will plan and supervise work related to the acquisition, including arrangement and description, appraisal, processing, preservation, and use of archival, oral history, and printed research collections in popular music. Promote and facilitate the use of materials, initiate and contact prospective donors and negotiate the transfer and disposition of collections and deeds of gifts, while also maintaining stewardship of current collections and donors. Assist in outreach and donor development activities related to the Georgia State University Popular Music Collection. Assist in formulating departmental policies and procedures as well as performing other departmental activities including reference and conducting classes and orientations. Responsible for the overall preparation and maintenance of collection finding aids in all formats, including MARC/Dublin Core, EAD and web-based descriptive records. Participate as a library faculty member on library and university committees.


Salary & Rank: $42,000-$48,000 for 12 months commensurate with the candidate’s education and experience. Appointment at a faculty rank, on a contract renewal basis.

Deadline: Review of materials will begin February 17, 2006 and continue until the position is filled.

Application: Submit a cover letter addressing the above qualifications; resume; name, address and phone number of three references, including immediate supervisor. Send materials to:

Human Resources Coordinator
University Library
Georgia State University
100 Decatur Street SE
Atlanta, GA 30303-3202

Phone: (404) 651-2172
The NAPLES PHILHARMONIC ORCHESTRA, Naples, Florida, is looking for an Assistant Orchestra Librarian.

General Information: The Philharmonic Center for the Arts in Naples is the premier performing arts hall in Southwest Florida, presenting more than 400 events each season, including world-class dance, theater, opera, popular and classical music and more. The Philharmonic Center complex also includes the Naples Museum of Art, the region's only full-scale art museum, and is home of a nationally recognized resident orchestra, the Naples Philharmonic Orchestra. The Philharmonic Center is unique in its philosophy of presenting world-class visual and performing arts on a single campus. The mission of the Philharmonic Center is to enlighten, educate and entertain people of all ages and backgrounds.

Description: The Naples Philharmonic Orchestra is seeking a FT Assistant Orchestra Librarian with at least two years of professional orchestra library experience and a thorough knowledge of all aspects of working in a music performance library. A bachelor’s degree in Music or related field is required, with a musical performance background preferred. Qualifications include strong organizational skills, close attention to detail, the ability to work neatly and efficiently, work independently and as part of team, as well as ability to prioritize and adhere to deadlines. Knowledge of music theory, history and terminology, and orchestral repertoire are necessary. Excellent interpersonal skills and flexibility are essential. Must be proficient in MSOffice, specifically Word, Access and Excel. We offer competitive pay and outstanding benefits package. For immediate consideration please apply on-line to http://www.thephil.org/employment.html (please attach a resume). We are a drug-free workplace and conduct background checks.

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Chief, Music Research Division.

The Collection: The Music Division of The New York Public Library is one of the world's preeminent music collections. Chronicling the art of music in all its diversity - opera, spirituals, ragtime, jazz, musical comedy, orchestral, rock, and pop music - its vast collection illuminates an art form that is as diverse as humanity. While the Division contains many scores and manuscripts from centuries past, its curatorial mandate is an activist one, placing major emphasis on capturing the creative output of contemporary composers. An acquisitions program that spans the globe brings the Division the latest published music from many nations. The breadth and scope of this material foster a dynamic dialogue across cultures and galvanize an extraordinary range of musical scholarship and performance activity. The Music Research Division is one of four research divisions including dance, theater and recorded sound. The Library for the Performing Arts at Lincoln Center also has a circulating division that encompasses these four genres.

Job Requirements: ALA-accredited Master's degree in Library and Information Studies and a graduate degree in musicology or related area. Thorough knowledge of music-related resources. Extensive, successfully demonstrated, experience in a research library, or a similar institution, including increasingly responsible experience administering and managing a large research collection in the field of music. Successfully demonstrated leadership, including experience in planning and implementation, assessment, budgeting, personnel management and information technology. Successfully demonstrated knowledge of scholarly communication using advanced technology and electronic information management. Successfully demonstrated ability to articulate a vision for the future of library services in the context of emerging information resources. Excellent interpersonal, oral and written communication skills, including the ability to work effectively and to establish productive working relationships with all
levels of staff and users and to successfully cultivate relationships with donors, representatives of other institutions, funding sources, constituents and the professional community of successfully recognized performing artists. Active involvement in the work of relevant professional associations and successfully demonstrated knowledge of their history, mission, and relationship to the library community. Successfully demonstrated ability to read music and a working knowledge of at least two Western European languages, preferably French and German.

Job Description: Under the general direction of the Executive Director of The New York Public Library for the Performing Arts, manages all aspects of the Music Research Division's programs and services at The New York Public Library for the Performing Arts, including staffing, public service, acquisitions, cataloging, conservation, exhibitions, publications and public programming. Provides leadership, vision, direction, advocacy and accountability. Develops new models of public service and staff deployment. Works with administration to develop access and preservation systems using new electronic technologies. Participates in policy planning and implementation, budget and program planning, and communications with the national and international library community, music community, and clientele. Represents The New York Public Library for the Performing Arts in national and international conferences. Participates in fundraising, development, stewardship and donor relations activities. Helps develop fundraising strategies and grant proposals. Performs related duties as required.

Salary: Executive Level

Deadline: Open until filled

Application: To apply, please send your resume to lsresumes@nypl.org, referring to LMC-CMUS.

STANFORD UNIVERSITY, Stanford, California, is looking for a Music Sound Recording Cataloger (Grant Project).

Description: Classification: Assistant/Associate Librarian depending on qualifications. Appointment date: April 1, 2006. Responsible to: Head of Music Technical Services. The Stanford University Libraries invite applications for a Music Sound Recording Cataloger. This is a 3-year term position for an experienced music cataloger running from April 1, 2006 to March 31, 2009. The Archive of Recorded Sound seeks a librarian to catalog a portion of its 78 rpm music sound recording collection. Under the direction of the Head of Music Technical Services, the librarian will perform in depth original cataloging of 78 rpm music sound recordings in Stanford's local system, SIRSI Unicorn, according to parameters set up by the grant partners.

Responsibilities: Provide original cataloging for 78 rpm music sound recordings in the Archive of Recorded Sound. Search name and subject authority files for names, name/uniform title and subject headings. Consult relevant discographies and other sound recording reference materials to enhance cataloging records beyond the information found on the recording. Remain current on AARC2, LC rule interpretations, LC subject heading practice, RLIN, OCLC, and Unicorn procedures and tagging conventions, and local and national standards for cataloging of sound recordings. Perform related duties as assigned.

Qualifications: Required: An MLS degree from an ALA-accredited graduate library school or the equivalent in training and experience. Experience cataloging sound recordings or other music materials using AACR2, LCRIs, LC subject headings, and MARC21. Experience in the creation of controlled headings
according to AACR2. Subject knowledge of music history and theory as demonstrated by an undergraduate degree or the recognized equivalent in experience. Knowledge of music reference and research tools, particularly those for sound recordings. Reading knowledge of at least one Western European language besides English and the ability to transliterate from the Cyrillic alphabet using ALA-LC romanization tables. Experience using an integrated library system. Proficiency using PC-based applications (Windows, word processing, spreadsheets), and other computer applications (email, Internet). Demonstrated ability to work well and communicate effectively with a diverse group of people. Preferred: Experience in cataloging historical sound recordings. Independent or near-independent status in the NACO Music funnel. A graduate degree in music. Subject knowledge of sound recording history and technology.

Application: Apply online through StanfordJobs at http://jobs.stanford.edu/openings/display.cgi?Job_Req=009700&JFam=NIL&JOBCODE=1586. Applicants should supply in their cover letter a complete statement of their qualifications, a full resume of their educational and relevant experience, and the names and contact information of 3 references with knowledge of their professional qualifications for this position: Music Sound Recording Cataloger (Grant Project) (Requisition # 9700). Range 3P1/3P2.

The UNIVERSITY OF CENTRAL OKLAHOMA, Edmond, Oklahoma, is looking for a Librarian, Multimedia and Performing Arts.
Description and Responsibilities:

Supervises, develops, and manages the Multimedia Center staff, services, software, and equipment. Develops and manages the Performing Arts and Media Collections. Coordinates the purchase of Multimedia (Audio and Video) materials with faculty from all Colleges. Develops and provides Library Instruction for the Performing Arts programs/classes and shares responsibility for teaching library literacy and research strategy in a classroom setting. Participates in the evaluation and selection of equipment for instructional use. Participates in developing content for instructional web pages especially for the Performing Arts programs. Works with Technical Services in seeing that multimedia materials are acquired and cataloged. Provides reference service at a central reference desk as assigned, including some evening and weekend work. Serves on the Collection Development Committee and serves on other local and state library and/or campus committees as assigned. Other duties as assigned by the Reference Services Coordinator.
Qualifications: Required: MLS/MLIS from an ALA accredited library program BA or BS in a Performing Arts field. Supervisory and managerial experience or training with an ability to work cooperatively and effectively with faculty, staff, and students. Preferred: MA or ME in a Performing Arts field. Academic library training or experience. Effective classroom training or experience. Knowledge of latest library technologies and enthusiasm for teaching. Experience in professional library organizations or programs.

Salary: $35,000, 40 hours per week, Monday through Friday with some nights and weekends on rotation.

Deadline: Open until filled
The UNIVERSITY OF IOWA, Iowa City, Iowa, is looking for a Graduate Assistant/Evening Circulation Supervisor.

Description: The Evening Circulation Supervisor (ECS) serves as the primary public services contact in the Rita Benton Music Library (RBML), providing assistance to patrons as well as supervising student staff during evening hours of operation.

In order to be effective, the ECS must have a strong musical background, excellent interpersonal skills, a positive public service orientation, and computer skills. Typical duties will include providing basic reference and instructional assistance to library clientele, employing both print and electronic resources, supervising student staff, and assisting full-time staff with a variety of library tasks and procedures.

Hours are Sunday through Thursday, 6 p.m. to 10 p.m., from which 1 hour will be scheduled during the day for staff meetings.

Qualifications: Candidates must be admitted to a University of Iowa graduate degree program. Preference will be given to candidates who are working towards a degree in Library and Information Science or who are interested in pursuing graduate degrees in both music and librarianship. Expected: Undergraduate degree or extensive demonstrated background in music; customer service orientation and excellent interpersonal skills; demonstrated qualities of reliability and responsibility in a work setting; experience working in a library setting; the ability to undertake concurrent multiple tasks; experience with a range of computer applications and electronic resources.

Deadline: Applications received by May 15, 2006 will receive first consideration. Open until filled.

Salary & Appointment: This will be a two-year, fiscal (July 1, 2006, to June 30, 2008), 50% time (20 hours/week) appointment at the Graduate Research Assistant level. Salary is negotiated by COGS and the University of Iowa, and the current full fiscal year stipend is $19,233. In addition to salary, fees will be waived; students will receive in state tuition and a benefit of up to $2,150 toward tuition for the 2006-07 academic year, or $1,075 per semester, based on a 9 semester hour registration.

The terms and conditions of employment in this position, including but not limited to wages and benefits, are governed by a collective bargaining agreement between the Board of Regents, State of Iowa and UE Local 896/COGS, the union representing graduate teaching and research assistants at the University of Iowa. Copies of this collective bargaining agreement may be viewed from the University web site: http://www.uiowa.edu/hr/relations/Cogs/cogs.pdf or from the Union web site: http://www.cogs.org.

Application: Qualified individuals should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to:

Ruthann McTyre, Head, Rita Benton Music Library
2000 Voxman Music Building
University of Iowa
Iowa City, IA 52242-1795
The UNIVERSITY OF MISSOURI, Columbia, Missouri, is looking for a Monograph Cataloger.
Description: The University of Missouri-Columbia (MU) seeks qualified applicants for the position of Monographs Cataloger, Catalog Department, Technical Services. This is an entry-level librarian position. Principal duties include performing original and OCLC member cataloging for books in a variety of subjects, and may also include cataloging of musical scores, sound recordings, audio-visual materials, books with accompanying media, and/or other media. For a fuller description of the job ad, qualifications and salary, see http://mulibraries.missouri.edu/admin/NewsNotes/Job_ads/Monograph_Cataloger.htm.

Qualifications: Required: Masters degree from an ALA accredited program in Library/Information Science, strong oral and written communication, problem-solving and interpersonal skills. Preferred: Preferred qualifications include cataloging experience in the subjects/disciplines required in an academic library setting; knowledge of AACR2, MARC formats, LC Classification and Subject Headings; knowledge/experience using library automated systems; Innovative Interfaces software; foreign languages; and experience/skills in motivating and supervising others staff.

Deadline: Feb. 28, 2006, but resumes will be accepted until position is filled. Position available April 1, 2006.

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

Leo Agnew
Personnel Coordinator
104 Ellis Library
University of Missouri-Columbia
Columbia MO 65201-5149

You may send your application by e-mail to: agnewl@missouri.edu The University of Missouri-Columbia is an AA/EEO employer. For ADA accommodations, please contact our ADA coordinator at (573) 884-7278 .

The UNIVERSITY OF VIRGINIA, Charlottesville, Virginia, is looking for a Head, Music Library.

General Information: The University of Virginia Library seeks an innovative, energetic leader to provide vision and direction for the Music Library. The successful candidate will aggressively evaluate, plan and implement services that will ensure the integration of traditional services and collections with new technologies in the Music Library of the future.
Responsibilities: Reporting to the Director of Arts and Media Library Services, the Head of the Music Library is responsible for managing the services, collections and operations of the Music Library, and for working with colleagues throughout the library system to integrate music resources into the services and collections available for interdisciplinary use by the University community. The full posting can be found at http://www.lib.virginia.edu/HR/faculty.html.

Qualifications: Required: Master’s degree in library science or a related field. Supervisory and management experience. Understanding of current issues in academic libraries and sound-based collections. Familiarity with effective methods of instruction and scholarly research. Commitment to diversity and the ability to work with diverse groups of users and staff. Knowledge of related digital technologies, and the ability to effectively utilize information technology in library activities and operations. Ability to work effectively in a team environment. Excellent oral, written and interpersonal communication skills. Strong service orientation. Commitment to professional growth and the development and mentoring of library personnel. Preferred: Second Master’s degree in music, and familiarity with Western European or Asian languages.

Salary & Benefits: Competitive depending on qualifications. This position has general faculty status with excellent benefits, including 22 days of vacation and TIAA/CREF and other retirement plans.

Deadline: Review of applications will begin on January 30, 2005 and will continue until the position is filled.

Application: Send in print or electronic format, a letter of application, resume, and the names, addresses (including e-mail), and phone numbers of three references to:

Mr. Alan R. Napier (arn3c@virginia.edu)
Director of Library Human Resources
Alderman Library
PO Box 400876
University of Virginia
Charlottesville, VA 22904-4114

More information about the Library can be found at: http://www.lib.virginia.edu/. The University of Virginia is an Equal Opportunity/Affirmative Action employer strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations from members of underrepresented groups.

The UNIVERSITY OF WASHINGTON, University Libraries Media Center, Odegaard Undergraduate Library, Seattle, Washington, is looking for a Head of Multimedia Services.

The Libraries: Among the largest academic research libraries in North America and winner of the 2004 ACRL "Excellence in Academic Libraries Award," the University of Washington Libraries has a collection of more than six million cataloged volumes, an equal number in microform format, more than 50,000 serial titles, and a combined media collection of well over 27,000 items. Yet beyond the strength of local collections and networked resources, excellent service programs, knowledgeable staff, diverse facilities and size of budget, the Libraries is known for innovation, responsiveness and an integrated planning and assessment process that makes the user-centered library not just a goal, but a reality. Students and faculty recognize the value provided by the Libraries and rank the Libraries as the most important source...
of information for their work. The Libraries also receives the highest satisfaction rating of any academic service on the surveys of graduating seniors conducted by the Office of Educational Assessment. The Libraries was commended in the University's 2003 accreditation review for its rich collection, well-qualified staff, and "exceptional service to students, staff development, and a commitment to planning and assessment of service."

Odegaard Undergraduate Library
The Odegaard Undergraduate Library is one of the largest undergraduate libraries in the country. Built on the vision of Charles Odegaard, former president of the University of Washington (1958-1973), the undergraduate library was completed in 1972 to be the primary center on campus for undergraduate learning and research. Today it is a place of strong community and collaboration for teaching, and a rich learning environment for students and faculty. With a collection of over 165,000 volumes, reserve and media collections to support over 400 courses per quarter, average daily entrance of over 9,000 users, and 24-hour library service, OUGL is one of the busiest libraries on campus.

University Libraries Media Center
Located in the Odegaard Undergraduate Library, the University Libraries Media Center houses the University Libraries' main collection of audiovisual materials consisting of more than 20,000 circulating items in a variety of formats including VHS videotapes, DVD videodiscs, compact discs, and audiotapes. The collection, which includes documentaries and feature films, supports the curriculum and research needs of the university. Equipment is available on-site for viewing and listening to these resources. In collaboration with campus technology partners, the Media Center is currently participating in a pilot program to podcast or stream classroom lectures and reserves.

The Position: The Libraries seeks a creative and innovative individual to lead the transformation of multimedia delivery and services at the University of Washington Libraries. With the growth of media as a mainstream format in most disciplines at the university, the successful candidate must be knowledgeable in building media collections, while supporting, and expanding access to the media collection in a digital age. Particularly encouraged to apply are candidates who demonstrate an ability to work effectively and collaboratively within the libraries, and are skilled in forging and maintaining strong partnerships across campus.

Specific Duties and Responsibilities: As a member of the Odegaard Undergraduate Library (OUGL) Management Team, manages the operations of the UW Libraries Media Center, including supervision of four staff members and a graduate staff assistant. In consultation with staff, develops a plan for each staff member for career enhancement and prepares a multiple-year project plan for the Media Center with goals and objectives.

Under the general direction of the Head of the Undergraduate Library, provides reference and user education services for the Odegaard Undergraduate Library (OUGL) and the University Libraries Media Center, including staffing the reference desk and OUGL Learning Commons, participating in collection development, faculty liaison, and user education programs.

Advocates and coordinates multimedia enhancements within the University Libraries in coordination with the Digital Initiatives Program and Information Technology Services.

Collaborates closely with leading campus technology development groups such as Catalyst of the university's Educational Partnerships & Learning Technologies, Classroom Support Services of the Office...
of Undergraduate Education, and Computing & Communications in the development and support of innovative tools for the creation, storage, and delivery of digital media.

Collaborates with the Music Library staff, Cinema Studies Librarian, and other subject librarians to build and provide access to the media collection through the Odegaard Coordinated Collection Development Program.

Coordinates the video or audio recording of University Libraries' meetings, speeches, programs, and performances when requested by University Libraries Administration or Libraries Staff Development Officer. Works closely with Educational Partnerships & Learning Technologies and Computing & Communications in supporting the Access Grid Node (AGN) in Odegaard Undergraduate Library.

Recommends the design and development of facilities and equipment to support services of the Media Center. Conducts evaluation of adequacy and suitability of facilities, equipment, materials, and services. Establishes policies for maintenance of materials and equipment.

Manages the Media Center budget in consultation with the head of OUOGL. Manages state, gift, and grant funds for the Media Center in consultation with the head of OUOGL.

Is responsible for outreach to faculty and students for course support and the use of multimedia in their academic work.

Identifies legislation that affects media services and notifies the University Library community and campus.

Develops grant proposals for federal, state, and privately-funded projects and programs.

Participates in formal and informal policy discussions for OUOGL; provides specific contributions in assigned areas of responsibility.

Actively participates in Libraries-wide committee activities as appropriate.

Contributes to the development of University Libraries outstanding programs and services.

Other duties as assigned.

Qualifications: Required: Graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree. Experience in media librarianship. Working knowledge of the issues in developing multimedia collections and the digitization and delivery of digital content in an academic environment. Supervisory experience. Excellent written, oral, interpersonal, and communication skills. Ability to work independently and with others in a demanding and rapidly changing environment. Strong commitment to user-centered services. Flexibility and adaptability with a good sense of humor. A vision for the future of how multimedia collections can continue to grow and become an integrated part of the curriculum and research. The ability to represent the Libraries on campus, regionally and nationally. Experience in teaching with web-based technology using multi-media approaches and computer-based information resources. Evidence of initiative and resourcefulness in past activities. Desired: Strong interest in the film and music industry and knowledge about supporting academic programs that use multimedia. Strong project management skills including
Effective management of numerous projects simultaneously. Knowledge of copyright and licensing issues related to media. Successful experience in a variety of public service, technical service, and/or information technology functions. Experience in grant writing. Experience in creating initiatives for and leading a variety of software development projects. Experience in managing a diverse range of activities in a highly visible, pressured academic environment. Proven ability to develop technology deployment plans, including analysis of cost/benefit issues.

Salary: $42,000 minimum. Starting salary commensurate with qualifications and background.

Benefits: Librarians are academic personnel and participate in the University of Washington Retirement Plan (TIAA-CREF, The Vanguard Group, and/or Fidelity Investments) on a matching basis. Vacation is accrued at the rate of 24 working days per year; sick leave at the rate of 12 working days per year. No state or local income tax.

Deadline: To ensure consideration, applications should be received no later than 5:00 p.m., Friday, February 10, 2006.

Application: Apply to:

Charles E. Chamberlin
Deputy Director of Libraries
University of Washington Libraries
482 Allen Library
Box 352900
Seattle, Washington 98195-2900

Applicants should submit a letter of application, full resume including a work telephone number, e-mail address, salary requirements, and the names, addresses and telephone numbers of at least three references who are knowledgeable of the applicant's qualifications for this position.

University of Washington Libraries' Home Page is: http://www.lib.washington.edu. The University of Washington, an Equal Opportunity and Affirmative Action Employer, is building culturally diverse staff and strongly encourages applications from female and minority candidates. In compliance with the Immigration Reform and Control Act of 1986, the University is required to verify and document the citizenship or employment authorization of each new employee.

Brown University, Providence, Rhode Island, is looking for a Music Catalog/Metadata Librarian.

General Information: Brown University is seeking a dynamic, service-oriented Catalog/Metadata Librarian to take a leading role in cataloging music and in creating metadata for digital projects. The Catalog/Metadata Librarian will participate in evaluation and application of current and emerging metadata standards for multiple formats. Candidates with a strong combination of interpersonal, bibliographic and technical skills and a background in music are encouraged to apply. The position reports to the Co-Leader of the Technical Services Department.

Responsibilities: Performs original and complex copy cataloging for library materials in non-book formats, primarily music; assists in development of policies and procedures, working closely with the Music Librarian and colleagues in public services departments; collaborates with the Metadata Specialist
to create descriptive metadata for various digital projects of the Library and Brown University; assists in development and ongoing review of local policies and procedures for such applications; participates in departmental and library-wide committees and work groups established to further various aspects of the Brown University Library mission.

Requirements: ALA-accredited MLS; knowledge of AACR2, LCRI’s, LCSH, and LC classification; knowledge of music; two years experience cataloging sound recordings and scores in a research library environment; awareness of national trends in cataloging; experience with metadata schemes and tools such as MARC21, Dublin Core, EAD, TEI, MODS, etc.; working knowledge of two or more European languages; effective communication, planning, and organizational skills. Preferred qualifications: knowledge of Italian and German, OCLC and Innovative Interfaces experience.

Deadline: Review of applications will begin immediately and continue until the position is filled; applications received by March 31, 2006 will receive first consideration.

Application: To apply for this position (JOB# B00811), please visit Brown's Online Employment website (https://careers.brown.edu) and follow the instructions which will guide you on how to complete an application online, attach documents, and submit your application for immediate consideration. Documents should include cover letter, resume, and names and addresses of three references. Brown University is an Equal Opportunity/Affirmative Action Employer.

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

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.

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.


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

The DALLAS PUBLIC LIBRARY, Dallas, Texas, is looking for an Archivist for the Dallas Symphony Orchestra Collection.

Description and Responsibilities: The Fine Arts Division of the Dallas Public Library has recently become the repository for the archival collection of the Dallas Symphony Orchestra (DSO), one of the ten oldest orchestras in the United States. We are seeking an energetic music archivist to prepare the collection for access. The successful candidate will work with the music librarian to:

A. Compile a complete inventory of the collection
B. Assess the condition of materials, determine priorities for preservation treatments and reformatting, and re-house materials into archival storage
C. Determine a logical and efficient organizational structure for the collection
D. Design and create searchable on-line databases (finding aids)
E. Assist with grant proposals (particularly budget plans and vendor contracts) to complete conservation and reformatting projects
F. Train and oversee volunteers and/or interns to assure consistency in processing.

Qualifications: Master's Degree in Library Science from an A.L.A. accredited university with formal course work in archival administration OR Master's Degree in musicology with a Certificate of Archival Administration or designation as a Certified Archivist. Advanced knowledge of Microsoft Access and experience in creating searchable on-line databases essential. Relevant experience with and knowledge of orchestral music and organizations preferred. Candidate must have a thorough knowledge of archival theory and methods of historical research. Additional experience in grant writing, vendor contract preparation, and budgeting are desirable.

This position is responsible for processing all parts of the Dallas Symphony collection, preparing finding guides, supervising archives volunteers, and implementing appropriate electronic descriptive/access
systems. The position requires the ability to access heights of 90 inches, retrieve materials from shelves and filing cabinets, lift up to 50 pounds, bend, reach, stoop, use a step stool, climb stairs, push or pull loaded book trucks, and walk, stand or sit for long periods of time.

Salary: $35,000-37,000, commensurate with qualifications. This is a one-year contract position (40 hours per week for 52 weeks).

Deadline: Open until filled.

Application: Please submit a letter of application; a résumé; name, address, and phone number of three references; copies of transcripts and credentials; and a completed City of Dallas application form. This form is available on-line (Microsoft Word document or Adobe Acrobat PDF file), but must be downloaded, completed, and submitted in print form with other application materials (http://dallascityhall.com/dallas/eng/html/employment.html). All application materials or inquiries may be directed to:

Sheila Scullock  
Asst. Director of Resource Mgmt.  
Dallas Public Library  
1515 Young Street  
Dallas, TX 75201

EMORY UNIVERSITY, Atlanta, Georgia, is looking for a Film Studies and Media Librarian.

General Libraries: Emory University's General Libraries invites applications for the Film Studies and Media Librarian position to lead services related to moving-image resources, serve as subject liaison for film studies, and participate in managing the Heilbrun Music and Media Library. The media collections support not only the Film Studies Department, but also instruction and research across a wide spectrum of academic disciplines, with primary focus on the curricula of Emory College, Goizueta School of Business, and the Graduate School of Arts and Sciences. The library’s multidisciplinary film collection comprises approximately 15,000 titles, primarily in video formats. For more information on the Music and Media Library please see http://musicmedia.library.emory.edu.

Key Responsibilities: The Film Studies and Media Librarian leads planning and development for moving-image collections and services. As subject liaison for the film studies program, s/he provides the full range of subject-specific library services to the academic department, including collection management, instruction, and consultation, and also supports film scholars based in other disciplines. The librarian participates in the leadership of the Music and Media Library, with an emphasis on services related to visual collections, and promotes library collections and services. S/He directs the booking and film-rental services and circulation services for visual media, and manages the visual collections in the Music and Media Library. The librarian addresses licensing issues for film titles and provides expertise in copyright issues. S/He provides comprehensive reference services for film-related questions as well as basic reference service for music. The librarian rotates with other Music and Media team members in staffing the reference/public service desk. The Film Studies and Media Librarian serves on the Music and Media, Research and Instructional Services, and Collection Management Teams. S/He represents the library in key national, regional and campus organizations and initiatives.

Qualifications: Master's degree in library/information science and demonstrated subject expertise in film studies or Ph.D. in film or cinema studies and relevant experience in a research library. Knowledge
of trends and developments in media, characteristics of media formats, and equipment and technologies for delivering moving-image content. Knowledge of the film industry as it affects the availability of films and videos for purchase, rental, and performance in a university; knowledge of licensing and copyright issues for media materials. Knowledge of current trends and issues in collection management. Experience in meeting the reference and research needs of students and faculty in visual media and film studies. Experience in designing and delivering discipline-specific library instruction sessions, or relevant teaching experience. Ability to manage customer services. Excellent communication skills and ability to contribute successfully in a team environment, collaborate with colleagues across the library and the university, and manage multiple responsibilities. Record of involvement in professional activities. Knowledge of at least one modern foreign language preferred.

Salary & Benefits: Appointment at or near entry level is anticipated. Comprehensive benefits package, including tuition benefits. Retirement plan options include TIAA/CREF, Vanguard, and Fidelity. Financial support for house hunting and moving household goods provided.

Deadline: Application review begins late February and continues until the position is successfully filled.

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

Dianne M. Smith, Library Human Resources Officer
Robert W. Woodruff Library
Emory University
Atlanta, GA 30322-2870

Applications may be faxed to 404/727-0805 or e-mailed to calbrig@emory.edu. Emory University is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates.

Environment: One of the nation's leading research universities, Emory excels in scholarly production of faculty, strength of new faculty and administrative appointments, volume of sponsored research, academic achievement of entering students, racial and gender diversity of the faculty and students, endowment support, and national reputation of both the university and healthcare. The Libraries of Emory University include the General Libraries (Woodruff, Chemistry, Music and Media, and the Manuscript, Archives, and Rare Book Library) and Libraries for health sciences, law, theology, business and Oxford College. Holdings of the Emory Libraries total approximately 2.9 million volumes and 18,000 linear feet of manuscripts and archives. The libraries offer access to thousands of electronic information resources. The Woodruff Library's Center for Library and Information Resources provides an integrated service environment that brings together technology and media specialists with librarians in a facility that includes an information commons, electronic classrooms, a distance learning classroom, the Center for Interactive Teaching, a state-of-the-art language lab and classrooms, the Goizueta Business Library, the Heilbrun Music and Media Library, the Electronic Data Services Center, group study rooms, and comfortable study space with data connections as well as wireless access throughout the building. The Emory Libraries are members of the Association of Research Libraries, OCLC, the Research Libraries Group, the Center for Research Libraries, the Coalition for Networked Information, and the Digital Library Federation (for more information about the libraries visit http://web.library.emory.edu.

HARVARD UNIVERSITY, Cambridge, Massachusetts, is looking for a Music and Media Cataloger.
Description:

Requisition Number: 25802
Title: Music and Media Cataloger
School / Unit: Harvard College Library
Department: Loeb Music Library
Location: Cambridge
Full Or Part Time: Full-Time
Salary Grade: 056
Date Posted: 02/27/2006

Duties and Responsibilities: Under the direction of the Senior Music Cataloger at the Loeb Music Library, the successful candidate will be responsible for cataloging music in all formats, including books, scores, recordings, CD-ROMs, videos, newly emerging media, and electronic formats, in a variety of languages in an automated environment. May be responsible for training and supervising the work of paraprofessional catalogers working with recordings and other media. Creates authority records, assists with bibliographic maintenance in Harvard's Aleph database. Participates in library planning, workflow development (especially regarding cataloging and metadata), and special projects as needed. Participates in Harvard College Library committee work, professional development and professional associations, locally and nationally.

Required Education, Experience and Skills: MLS from an ALA-accredited program required; additional master's degree in music and undergraduate degree in music strongly preferred; strong music background; in-depth knowledge of AACR2, LC subject headings, LC classification, MARC formats, LC rule interpretations and cataloging decisions; experience with Catalogers Desktop is a plus; knowledge of music literature and reference resources; successfully demonstrated professional cataloging experience in an academic or research library; strong interpersonal, oral and written communication skills in English; working knowledge of at least one Western European language (German, French or Italian), with additional language skills also preferred; ability to work collaboratively and independently within a busy environment essential.

Deadline: Open until filled.

Application: Apply at http://www.harvard.edu under employment/job postings. If interested, you may apply from the the online job description. Harvard University is an Affirmative Action/Equal Opportunity Employer.

The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Librarian III, Rodgers and Hammerstein Archives of Recorded Sound, temporary through March 31, 2009.

The Collection: The Rodgers and Hammerstein Archives of Recorded Sound of The New York Public Library is one of the richest resources of recorded sound in the world. The Archives' extraordinary holdings cover virtually every aspect of recorded sound--from Mozart to Maria Callas to Motown, from symphonic works to presidential speeches, from radio dramas to television specials.

A vital research facility for performers, musicians, scholars, critics, and the recording industry, the collection also plays a leadership role in developing technology that allows for the transfer of sound from obsolete to accessible formats. Through special recording projects--often pursued cooperatively
with other archives and record companies—the Archives collection and preservation efforts ensure that the spoken and musical sounds of the century will resonate for current and future generations.

Job Requirements: ALA-accredited Master's degree in Library and Information Studies. Undergraduate or graduate degree in music or the performing arts or an equivalent combination of education and experience in either field. Successfully demonstrated ability to read bibliographic citations in at least two foreign languages, preferably a romance language and German. Successfully demonstrated professional experience cataloging sound recordings or other music materials into a bibliographic utility using AACR2, MARC format, and LC subject headings. Successfully demonstrated experience cataloging into the RLIN and/or OCLC national databases. Strong interpersonal, oral, and written communication skills, including successfully demonstrated ability to deal tactfully and effectively with staff in a team setting. Demonstrated knowledge of sound recording history including early record labels, and technology preferred. Knowledge of conservation procedures and practices for sound recordings preferred. Successfully demonstrated ability to transliterate from a non-roman alphabet, such as Cyrillic, Chinese, Hebrew, Japanese preferred.

Job Description: Under the general direction of the Assistant Curator, performs original and copy cataloging, as needed, in RLIN or OCLC, for the Rodgers and Hammerstein Archives of Recorded Sound collection of unprocessed 78 rpm commercial sound recordings. Searches National Authority files for names, uniform titles and subjects, and verifies their accuracy. Consults lists of selected pre-determined print resources, to aid in providing enhanced documentation for catalog records. Consults with RHA's librarians to obtain more information regarding the special processing aspects of the 78rpm collection. Searches OCLC for copy cataloging that may need enhancement. May select materials from the stacks to be cataloged. During the final phases of the project, works in cooperation with project staff at Stanford and Yale Universities to create a database of uncataloged archived recordings in compliance with protocols developed by Stanford. Conducts batch-matching to capture cataloging data from RLIN and OCLC records created by the other participating institutions. Performs related duties as required.

Salary: $44,792/$48,975 (new salary base after six months based on successful job performance).

Deadline: Open until filled.

Application: To apply, please send cover letter and resume to lsrcvresumes@nypl.org. Refer to job code: LL-L3RHA. Equal Opportunity Employer. Only candidates selected for further consideration will be contacted.
Minimum Requirements: Advanced degree in music or musicology, preferably with a strong background in eighteenth-century music; experience with word processing, databases, and music software.

Desired Experience: Good organizational skills, sharp attention to detail, excellent communication skills both oral and written; experience editing music and/or scholarly prose; reading knowledge of German; ability to work as a team member and follow established editorial standards and procedures.

Salary & Benefits: The Packard Humanities Institute offers a competitive salary and benefits package.

Deadline: Applications will be reviewed beginning on April 3, 2006.

Application: Please submit a cover letter and resume. References and interviews will be required for candidates under serious consideration. For more information, or to submit your application, please contact

Paul Corneilson
Packard Humanities Institute
11a Mt. Auburn St.
Cambridge, MA 02138
tel: (617) 876-1317
correspondence: (617) 876-0074
e-mail: pcorneilson@packhum.org, Web site: http://www.cpebach.org

The Packard Humanities Institute is an equal opportunity employer.

The PACKARD HUMANITIES INSTITUTE, Cambridge, Massachusetts, is looking for an Editorial/Production Assistant for the Critical Edition of the Complete Works of C.P.E. Bach.

General Information: The Packard Humanities Institute, a nonprofit foundation based in Los Altos, California and Cambridge, Massachusetts, is seeking a full-time staff editor in the Cambridge office for Carl Philipp Emanuel Bach: The Complete Works.

This position reports to the managing editor, and responsibilities include proofreading text and music; coding and formatting text files and layout; data entry; scanning images; and other clerical tasks associated with the edition.

Minimum Requirements: Bachelor's degree, ability to read a musical score, and experience with databases and page-layout software (especially InDesign).

Desired Experience: Good organizational skills, sharp attention to detail, reading knowledge of German, and the ability to work as a team member and follow established production procedures.

Salary & Benefits: The Packard Humanities Institute offers a competitive salary and benefits package.

Deadline: Applications will be reviewed beginning on April 3, 2006.
Application: Please submit a cover letter and resume. References and interviews will be required for candidates under serious consideration. For more information, or to submit your application, please contact

Paul Corneilson
Packard Humanities Institute
11a Mt. Auburn St.
Cambridge, MA 02138

tel: (617) 876-1317
fax: (617) 876-0074
e-mail pcorneilson@packhum.org. Web site: http://www.cpebach.org

The Packard Humanities Institute is an equal opportunity employer.

"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 is calling for résumés to fill a position on the Music Library staff. Only the most highly qualified individuals will be invited to interview for the position. Interviews will take place June 5-9, 2006 at Marine Barracks in Washington, D.C.

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 performances each year. 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, adequate writing skills, be able to work quickly and accurately, and be willing to work as a part of a team. Music library experience is an asset, although all new staff members are trained in the procedures of the U.S. Marine Band Library.

Duties: Typical Library duties include cataloguing new acquisitions; data entry; preparing and distributing music for rehearsals and performances; assisting with requests for music and information; and researching and writing content for the website. Other duties that may be required include purchasing and renting music, record keeping, licensing music, and formatting and editing concert programs and program notes.

Application: In order to be considered for an interview, interested applicants should submit the following items to the address below, to be postmarked no later than April 14, 2006:

1) A cover letter and résumé listing education, past experience, and current employment, as well as two personal references.
2) A writing sample. This is an optional submission and is not required to be considered for an interview.

After all the requested material have been received and reviewed by the Marine Band, qualified applicants will be contacted with an interview time. Those applicants who are not selected for interviews also will be notified. Interviews will take place June 5-9, 2006. For further information, please write or call the following:
RU T G E R S U N I V E R S I T Y, New Brunswick, New Jersey, is looking for a Special Formats Catalog Librarian/Assistant Head of Cataloging.

Description: The Rutgers University Libraries Cataloging Department seeks a Special Formats Catalog Librarian/Assistant Head of Cataloging to provide leadership in special formats cataloging, database management, and digital library projects. Under the direction of the Head of Cataloging, the successful candidate will provide original MARC cataloging for music scores, and manage the cataloging staff who catalog sound recordings, video recordings, cartographic materials, and electronic resources. Will oversee accuracy of the SIRSI online catalog and coordinate major cataloging projects, including retrospective conversion, and provide leadership on digital projects and repository metadata strategies as member of the Libraries' digital library team. This is a tenure track appointment and research/publication and participation in professional organizations is expected.

Required: Master's degree from an ALA accredited institution and five years' experience applying AARC2 cataloging, LC Classification and LCSH within an integrated library system; at least three years' experience cataloging audiovisual, music and other special formats. Experience using a bibliographic utility and increasing responsibility in cataloging, project management and digital library strategies and technologies; ability to read and interpret scores. Minimum of one year interpreting/applying XML-based metadata schema, particularly METS. The successful candidate must be eligible to work in the U.S.

Deadline: Review of applications will begin April 1, 2006 and continue until the position is filled.

Application: For the full position profile visit http://www.libraries.rutgers.edu. Submit resume, cover letter, and names of three references to:

Sandra Troy (APP.168)  
University Libraries Human Resources Manager  
Rutgers University Libraries  
169 College Avenue  
New Brunswick, New Jersey 08901-1163

e-mail: rulhr@rci.rutgers.edu; fax: 732-932-7637

Rutgers, the State University of New Jersey, is an equal opportunity, affirmative action employer. The Libraries are strongly and actively committed to diversity, and seek candidates who will contribute creatively to the University's multicultural environment.

ST. O L A F C O L L E G E, Northfield, Minnesota, is looking for a Music Librarian, Leave Replacement.

Description: The Music Librarian is responsible for the operation of the Music Library, including collection development, reference, bibliographic instruction, supervision of staff, and liaison work with faculty and administration. Position may include other responsibilities, based upon the skills of the successful candidate and the needs of the libraries. St. Olaf is a four-year liberal arts college with a nationally recognized program in music, and a strong emphasis on course-integrated bibliographic instruction and library service for its approximately 2,900 students and 300 faculty members. A collection of over 500,000 volumes and 1,700 current periodical subscriptions in three libraries (general, music, and science) supports this teaching effort. The Music Library is located in the music building and houses approximately 36,000 books and scores and 13,000 sound recordings. Music Library staff includes 1.25 fte support staff and student assistants. There are currently 340 music majors and 1,068 students participating in music courses or performance activities. We seek candidates who work well in a collaborative system of decision-making. Northfield is a town of approximately 17,000 people, including the 4,650 students who attend Carleton and St. Olaf colleges. St. Olaf shares a joint online catalog with Carleton College. The combined resources of the colleges and the town provide a variety of cultural opportunities. In addition, nearby natural areas afford opportunity for outdoor activities, and the twin cities of Minneapolis/St. Paul are just 35 miles north of campus.

Qualifications: Undergraduate degree in music or equivalent and ALA-accredited MLS required. Familiarity with AACR-2, MARC formats in music, LCSH, and LC classification. Library experience, including reference and bibliographic instruction, and graduate work in music desirable. Good communication skills essential.

Salary: Competitive salary, dependent upon qualifications.

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

Application: Send letter of application, resume, and the names of three references to:

Beth Christensen
Chair, Search Committee
1520 St. Olaf Avenue
Northfield, MN 55057-1098

A liberal arts college of the Lutheran Church (ELCA), St. Olaf College is an Equal Opportunity Employer and actively seeks diversity in students, faculty, and staff.

The UNIVERSITY OF ILLINOIS at Urbana-Champaign is looking for a Music User Services Coordinator.

General Information: Following the departure of the previous incumbent, Esther Gillie, the UIUC Music Library is seeking to fill a temporary appointment (to 31 July 2006 in the first instance) for a Music User Services Coordinator.

Responsibilities: The responsibilities of the incumbent include:
Planning, coordinating and providing music reference and user services for research-oriented faculty staff and students
Ongoing training and scheduling of reference staff
Preparing and delivering music-related bibliographic instruction sessions for university courses
Creating instructional aids and tutorials in both print and electronic formats
Helping build the music library’s reference collection, both of print and electronic titles
Minimum Qualifications: Master’s degree or equivalent from an ALA-accredited library school and a bachelor’s degree in music or equivalent. Prior experience of music reference and user education work is desirable, and effective written and oral skills are essential.

Salary & Rank: Salary and rank will be commensurate with credentials and experience.

General Information: The UIUC Music Library, founded in 1944 and located in the Music Building, is among the largest collections of its kind at a public university. The library supports a wide range of graduate and doctoral programs in the School of Music, and collects materials within most fields of musical performance, music education, musicology, music theory, and composition. The staff comprises 3 FTE librarians, 8 FTE staff, 1 FTE graduate assistant, and 0.6 FTE student employees. For more information, see the library’s website at www.library.uiuc.edu/mux.

Deadline: Applications will be considered until the position is filled.

Application: For further information, or to make an application (with c.v., please), contact
John Wagstaff
Head of Music Library
University of Illinois at Urbana-Champaign
1114 W. Nevada Street
Urbana, IL61801

(e-mail wagstaff@uiuc.edu; tel. 217-244-4070).

The UNIVERSITY OF NORTH CAROLINA at Greensboro is looking for a Cello Music Cataloger.
General Information: The University Libraries seek an experienced and knowledgeable individual for the position of Cello Music Cataloger. Reporting to the Head of the Cataloging Department this individual is responsible for cataloging the cello music and manuscripts which represent the cumulated collections of eight renowned cellists and teachers housed in the Jackson Library. This position also works very closely with the Head of Special Collections and Rare Books and the Music Librarian. This is a twelve-month, tenure-track position. Demonstrated professional achievement, professional service, and scholarly/creative activity are required for reappointment and tenure.

Responsibilities: The primary responsibility of the music cataloger will be the accurate identification and cataloging of scores, manuscripts and other material such as letters, photographs, and programs that comprise the cello collections.

This individual is responsible for encoding bibliographic data and holdings data, and for processing the cataloged cello materials.
This individual is involved in creating finding aids for this material and any necessary metadata description.
This individual is expected to conduct related public service for the cello collections and serve as the chief resource person for these collections.
This individual will have opportunities to participate in the discussions and decision-making processes that enhance cello music cataloging procedures.
Additional responsibilities include aiding in the cataloging and/or creating web based finding aids for manuscripts and rare books that comprise the holdings of Special Collections and University Archives.

Required Qualifications: An ALA-accredited MLS, with an additional degree in music, and experience with music cataloging and SIRSI Workflows is required. Strong organizational skills and oral and written communication skills are expected. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment. Must be able to assume responsibility and accomplish goals. Must demonstrate the ability to work effectively with a highly diverse group of faculty, staff, students, and coworkers in a courteous and professional manner. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit reappointment and tenure is expected and supported.

Preferred Qualifications: Experience in original and copy cataloging using OCLC, knowledge of cataloging standards (AACRII, LCSH, MARC21 and metadata practices). Familiarity with description of rare books and manuscript materials as well as developing finding aids is preferred.

Work Environment: UNCG is a doctoral, research-intensive institution with an enrollment of over 15,000, 22 doctoral degree programs, 59 master's degree programs, and a broad range of academic programs for undergraduate education. The University Libraries support the learning and research missions of the University through its print and electronic resources, reference and instructional services, and other outreach programs, and with collections of 1.2 million volumes, over 4,300 current journal subscriptions, more than 30,000 electronic journals, and over 300 databases. The University's 190-acre campus is one mile from the center of Greensboro, a city of more than 230,000 and is in the Piedmont Triad (with a population of over 1 million), in an area of great natural beauty, diverse industry, cultural arts, and mild temperatures.

Salary & Benefits: The salary for this position at the appointment is competitive and depends upon qualifications and experience. Standard benefits include state or optional (including TIAA/CREF) retirement plans, state health plan, and 24 vacation days per year.

Deadline: Preference will be given to applications received by April 30, 2006. Position will remain open until filled. Starting date is negotiable.

Application: Send an application letter addressing qualifications, along with a current curriculum vita and the names of three recent professional references to:

Beth Ellington
Cello Music Cataloger Search Committee
Jackson Library
University of North Carolina Greensboro
P.O. Box 26170
Greensboro, North Carolina 27402-6170

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EEO/AA. The University is dedicated to sustaining a diverse educational atmosphere.

The UNIVERSITY OF WASHINGTON, Seattle, Washington, is looking for a Sound Recordings Librarian. The Libraries: Among the largest academic research libraries in North America and winner of the 2004 ACRL "Excellence in Academic Libraries Award," the University of Washington Libraries has a collection of more than six million cataloged volumes, an equal number in microform format, more than 50,000 serial titles, and a combined media collection of well over 27,000 items. Yet beyond the strength of local collections and networked resources, excellent service programs, knowledgeable staff, diverse facilities and size of budget, the Libraries is known for innovation, responsiveness and an integrated planning and assessment process that makes the user-centered library not just a goal, but a reality. Students and faculty recognize the value provided by the Libraries and rank the Libraries as the most important source of information for their work. The Libraries also receives the highest satisfaction rating of any academic service on the surveys of graduating seniors conducted by the Office of Educational Assessment. The Libraries was commended in the University's 2003 accreditation review for its rich collection, well-qualified staff, and "exceptional service to students, staff development, and a commitment to planning and assessment of service."

The Music Library and Listening Center: The Music Library is one of the 15 branches of the University of Washington Libraries. The Music Library holds over 68,000 books and scores, 43,000 sound recordings and other media, and about 300 subscriptions to current periodicals. It is located in the School of Music, whose students and faculty are the primary clients. The Listening Center, located in the lower level, has onsite audio and video playback equipment. In collaboration with the Media Center, located in the Odegaard Undergraduate Library (OUGL), the Listening Center is planning a shift to a digital sound and video delivery system, pending funding.

The Position: The Libraries seeks a creative and innovative individual to lead the transformation of multimedia delivery and services at the Music Library of the University of Washington. The successful candidate must be knowledgeable in building a sound and video recording collection, have a solid background in music history, and have experience working with cutting-edge multimedia technology. Particularly encouraged to apply are candidates who demonstrate an ability to work effectively and collaboratively, and are skilled in forging and maintaining strong partnerships within and outside the library.

Under the general direction of the Head, Music Library, the Sound Recordings Librarian participates in collection development of sound and video recordings, recommends the design and development of facilities and equipment in the Listening Center, develops a preservation program for the recording collection, catalogs audio-visual materials for the Music Library, provides reference and user services including staffing the Music Library reference desk, acts as faculty liaison, and performs other duties as assigned.

Specific Responsibilities and Duties:

Responsible for collection development of sound and video recordings for the Music Library and Listening Center.
Recommends the design and development of facilities and equipment to support services of the Listening Center. Conducts evaluation of adequacy and suitability of facilities, equipment, materials, and services. Establishes policies for maintenance of materials and equipment.
Advocates and coordinates multimedia enhancements in the Music Library in coordination with Digital Initiatives Programs, Information Technology Services, and other departments with the Libraries and on campus.
Maintains contact and builds effective relationship with the Media Maintenance Technician at the School of Music on projects.
Catalogs Music Library audio-visual materials in accordance with AACR2, producing original cataloging records as well as editing cataloging records from the OCLC database. Maintains cataloging records for the audio-visual collection for the Music Library
Oversees the work of technicians for cataloging and catalog maintenance.
Participates in the preservation of sound recordings and works with the Music Library's Special Projects Librarian in this and other areas.
In coordination with other music librarians, provides reference service, including bibliographic instruction and other user education activities as part of the public services program in the Music Library.
Maintains contact and builds effective relationships with faculty in the School of Music.
Collaborates with the Head of Multimedia Services, OUGL, and other librarians on campus regarding media materials.
Participates in library committees and meetings; represents the Music Library in the Cataloging Policy Committee.
Participates in discussions of the Music Library and Listening Center policies; provides specific contributions in assigned areas of responsibility.
Develops grant proposals for preservation and other projects and programs in the Listening Center.
Performs other duties as assigned or required.
Required Qualifications: Graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree. Experience in an academic library environment. Working knowledge of the issues in digitization and delivery of digital content in an academic environment. Experience in answering music reference inquiries. Excellent written and oral communication skills. Excellent interpersonal skills. Ability to work independently and with others in a demanding and rapidly changing environment. Strong commitment to user-centered services. Flexibility and adaptability with a good sense of humor. The ability to represent the Libraries on campus, regionally, and nationally. Evidence of initiative and resourcefulness in past activities. Desired Qualifications: Two years experience working in a research music library. Experience in collection development in music, especially in sound and video recordings. Experience in music cataloging, especially sound and video cataloging. Masters Degree, or equivalent, in music history or other fields of music. Knowledge of copyright and licensing issues related to media. Successful experience in a variety of public service, technical service, and/or information technology functions. Experience in managing a diverse range of activities in a highly visible, pressured academic environment. Proven ability to develop technology deployment plans, including analysis of cost/benefit issues.

Salary, Rank & Benefits: $40,000 minimum. Starting salary commensurate with qualifications and background. Librarians are academic personnel and participate in the University of Washington Retirement Plan (TIAA-CREF, The Vanguard Group, and/or Fidelity Investments) on a matching basis. Vacation is accrued at the rate of 24 working days per year; sick leave at the rate of 12 working days per year. No state or local income tax.

Deadline: To ensure consideration, applications should be received no later than 5:00 p.m., Friday, April 28, 2006.
Application:

Charles E. Chamberlin
Senior Associate Dean
University of Washington Libraries
482 Allen Library
Box 352900
Seattle, Washington 98195-2900

Applicants should submit a letter of application, full resume including a work telephone number, e-mail address, salary requirements, and the names, addresses and telephone numbers of at least three references who are knowledgeable of the applicant’s qualifications for this position. University of Washington Libraries' Home Page is: http://www.lib.washington.edu and the Music Library's home page is http://www.lib.washington.edu/music. The University of Washington, an Equal Opportunity and Affirmative Action Employer, is building culturally diverse staff and strongly encourages applications from female and minority candidates. In compliance with the Immigration Reform and Control Act of 1986, the University is required to verify and document the citizenship or employment authorization of each new employee.

The VIRGINIA SYMPHONY, Norfolk, Virginia, is looking for a Librarian.
Duties and Responsibilities: The Librarian, along with the Assistant Librarian, is responsible for providing and organizing all of the music needed for Virginia Symphony and Virginia Opera rehearsals and performances, as well as maintaining the orchestra’s library of parts, scores and recordings.

Requirements: Applicants should have a bachelor’s degree (a degree in a music related field is preferable), 2 years experience, knowledge of orchestral music and the preparation of symphony parts, the ability of work well under pressure, effectively interact with others and be organized. Concert duty will require some nights and weekends.

Benefits Offered: Competitive salary, health insurance with cafeteria plan, pension plan (included in the musician’s union agreement) paid vacation and sick days.

Organization Description: The Virginia Symphony has a 40-week season and serves the Greater Hampton Roads area with series in Norfolk, Virginia Beach, Newport News and Williamsburg. Programs include Classics, Chamber, Pops and Educational concerts. Additionally, the Virginia Symphony is the resident orchestra for the Virginia Opera, performing a series of 3 operas in Norfolk, Richmond and Fairfax.

Deadline: April 1, 2006

Application: Send cover letter, resume and 3 references by mail, fax or email to:

Rodney Martell
Artistic Administrator
861 Glenrock Road
Suite 200
Norfolk, VA 23502
rmartell@virginiasymphony.org
757-466-3046 fax
WASHINGTON NATIONAL OPERA, Washington, D.C., is looking for a Part-Time Library Assistant. 
Description: Washington National Opera seeks a Part-time Library Assistant ($30.00 per hour) to assist the music librarian with proofing, bowing, and preparing music. Candidates must have a Bachelor’s degree, 1-3 years of music librarian experience, exceptional written and verbal communication skills, strong attention to detail, experience preparing music, the ability to establish priorities and juggle numerous assignments at one time, and knowledge of computerized information systems including Microsoft Office Suite. An interest or knowledge in opera, music or the performing arts is preferred, and a functional use of Spanish, Italian or French is beneficial.

Benefits:

Competitive salaries
Medical insurance
Dental insurance
Life insurance
Short term/long term disability
2 weeks vacation
Holiday, sick and personal day pay
403 (b) tax sheltered annuity retirement plan

Application: Please indicate the position you are applying for and send cover letter and resume to:

Human Resources
Washington National Opera
2600 Virginia Ave NW
Washington D.C. 20037

or fax to: 202.295.2479 or email to: resumes@dc-opera.org.

Washington National Opera is an equal opportunity employer.
recognized Flannery O'Connor Collection, the papers of Georgia's late United States Senator, Paul D. Coverdell, and the university's museum.


Responsibilities: The Special Formats Catalog Librarian, a new position in Technical Services, will be responsible for providing complex copy and original cataloging of special formats, including music scores, sound recordings, video recordings, and electronic resources. The catalog librarian will supervise one staff member; 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. The position reports to the Associate Director for Technical Services.

Qualifications / Requirements: ALA-accredited or Georgia Board of Regents approved MLS/MLIS. Expertise in nonbook cataloging utilizing AACR2r, LC classification and subject headings, MARC formats, OCLC, and integrated library systems. Familiarity with library metadata and standards. A minimum of one year of professional academic cataloging experience in an automated environment. Supervisory experience of at least one year. Excellent analytical, organizational, communication, and teamwork skills. Commitment to professional growth and development. Potential for fulfilling the University's promotion and tenure requirements. Preferred: Experience with Voyager and authority control.

Salary, Rank & Benefits: 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
GCSU Library
Campus Box 043
Milledgeville, GA 31061

Georgia College & State University is Georgia's public liberal arts university and 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.

Librarian II - AV Cataloger at Chesapeake (VA) Public Library

Responsibilities: Catalogs all audiovisual materials for a fully automated library system. Must possess general knowledge of library materials in all formats. Must be capable of establishing, interpreting, and carrying out cataloging policies and procedures. Requires flexibility and dexterity to retrieve library materials from all shelving and handle materials for cataloging into automation system; may require bending, reaching, climbing and maneuvering a 100 lb. book cart. Supervises the paraprofessional staff.

Qualifications / Requirements: Requires a Master's Degree in Library Science from an ALA-accredited library school. Must be eligible for certification as a Professional Librarian by the Commonwealth of

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Virginia and must obtain certification within 6 weeks of hire. Requires at least two years experience as a professional librarian. Experience cataloging with automated databases and computers is highly desirable; experience on the Sirsi library automation system and OCLC preferred. A valid driver's license and state and local criminal history reports are required.

Salary: $37,642

Deadline: May 3, 2006

Application: Application is available online via the City's web site at www.CityofChesapeake.net; click on the CLICK box on the left hand side of the page. If you have questions, please email the Human Resources Department at selection@pers.city.chesapeake.va.us or call (757)382-6492.

Music Librarian at The University of Miami

General Information: The Marta and Austin Weeks Music Library, a branch of the University of Miami Libraries, seeks an energetic, skillful, and creative Music Librarian to help expand programs and services in our new $10 million state-of-the-art facility.

The University: The University of Miami, located in Coral Gables, Florida, is a privately supported, non-sectarian institution which currently enrolls approximately 10,100 undergraduates and 5,100 graduate students. The University comprises 11 degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science (www.miami.edu).

As one of the most comprehensive music units in American higher education, and as a free-standing school within a major research university, the Phillip and Patricia Frost School of Music offers degree programs ranging from the Bachelor of Music degree in performance, music education and therapy, composition, and the Bachelor of Science in music engineering, to the Doctor of Musical Arts in performance, studio music and jazz, conducting and composition, and the PhD degree in music education. Several jazz ensembles, namely the Frost School Concert Jazz Band and the Frost Jazz Vocal Ensemble are nationally known and have won numerous student Downbeat awards. Located in the center of the 260-acre main campus, the Frost School has an enrollment of 700 music majors, including 200 graduate students and 500 undergraduates.

The Libraries: The University of Miami Libraries (www.library.miami.edu) rank among the top 50 research libraries in North America with a combined collection of 2.5 million volumes and 38,400 current serials. The University Libraries are members of ARL, ASERL, CLIR, NERL, OCLC, and SOLINET. The Marta and Austin Weeks Music Library and Technology Center is on the cutting edge of using media to give the students at the University of Miami an opportunity to experience the varied world of music. Among the collections housed in the 22,500 square foot facility are scores, sound recordings, music videos and DVDs, research collections, and a wealth of e-resources. The library maintains the Larry Taylor-Billy Matthews Musical Theater Archive, an extensive collection of recordings and scores focusing on American musical theater and popular music. A targeted area for collection development is jazz recordings, DVDs, and instructional materials. The Weeks Music Library staff consists of two professional librarians, six full-time library paraprofessionals, and student assistants (www.library.miami.edu/music/home.html).
The Position: Responsibilities: carries out responsibilities in a variety of technical services, digital and public service areas; participates in the development of new instructional services; provides reference assistance and individual consultations; contributes to the Weeks Music Library website; performs original cataloging of music formats; oversees copy cataloging and metadata creation; contributes to collection development and digital library projects. For further information contact Nancy Zavac, Head, Weeks Music Library (nzavac@miami.edu; 305-284-9884).

Qualifications / Requirements: Required: ALA-accredited MLS degree or equivalent; previous experience in libraries; bachelor’s degree with a major in music or equivalent; demonstrated knowledge of music cataloging using AACR2, LC classification and subject headings, and the MARC formats; working knowledge of information and digital technologies.

Candidates should be able to demonstrate: the ability to work effectively with a culturally diverse population; a commitment to the importance of excellence in teaching and scholarship; the ability to work with the faculty and the university administration; and the capability to represent the interests of the library in the community.

Salary, Rank & Benefits: Compensation will be competitive and will be commensurate with the experience and qualifications of the person selected. Twelve-month appointment at Librarian Assistant or Librarian Associate Professor rank.

Comprehensive benefits package including: paid pension plan; partially paid medical and dental insurance plans; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; and optional fee-based membership in a state-of-the-art wellness center. Moving allowance available. No state or local income taxes. (http://www.miami.edu/benefits/pdf/bensum-faculty06.pdf).

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

Application: Applications and nominations will be accepted until a suitable candidate is selected. Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. Send nominations and applications to:

Rudy Montejo, Human Resources Coordinator
Otto G. Richter Library
University of Miami
P.O. Box 248214
Coral Gables, FL 33124-0320
e-mail: richter.recruiting@miami.edu

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Outreach Librarian (06-122) at Berklee College of Music
General Information: The Stan Getz Media Center and Library were dedicated in 1998 to the memory of the great jazz saxophonist through a generous gift from the Herb Alpert Foundation. The Media Center
and Library occupy two floors in the 150 Mass. Ave. building, at the heart of the Berklee community, and are open to all Berklee students, faculty, and staff, as well as alumni and ProArts Consortium members.

Responsibilities: Under the general direction of the Director of Library Services, the Outreach Librarian is responsible for the development and implementation of all outreach programs of the Stan Getz Library. Working with the Learning Resources leadership, the Outreach Librarian is primarily responsible for preparing instructional and promotional materials for outreach in online and print formats, including usability testing and user education programs. Additionally, the Outreach Librarian will be responsible for evaluating and analyzing usage and user trends in order to support future planning and development.

Qualifications / Requirements: Masters in Library Science degree from an American Library Association accredited institution. Undergraduate degree or relevant musical background is preferred. Three years professional library experience in an academic setting is preferred. Knowledge and understanding of information databases, indexes, and systems as they relate to an academic library setting. Demonstrated ability to work independently as well as collaboratively in a complex, changing environment, and to effectively plan, manage and complete projects. Strong interpersonal, organizational and multi-tasking skills. Excellent written and oral communication skills.

Salary, Rank & Benefits: $45,284-$50,316/year

Deadline: 6/1/06

Application: Interested candidates should submit their cover letter and resume to apply-hr@berklee.edu indicating only the job title and code in the subject line. No agency referrals accepted. For full application information, see the Application Procedures.

Publications Assistant at Répertoire International de Littérature Musicale (RILM)

General Information: Répertoire International de Littérature Musicale (RILM) is seeking to fill several editorial positions. RILM publishes RILM Abstracts of Music Literature, widely recognized as the world’s premiere abstracted bibliography on music and related disciplines. RILM was established in 1966 and operates under the joint sponsorship of the International Musicological Society and the International Association of Music Libraries, Archives, and Documentation Centres. RILM covers research on all types of music and related studies published in all document types (books, articles, reviews, collections, etc.). RILM is fully searchable with in-depth vocabulary-controlled indexing and detailed abstracts. The data are written, input, and edited to a uniform standard by an international staff of specialists from all subject areas. The database contains over 40 years of data, and is published online, on CD-ROM, and in print.

Responsibilities: The successful candidates will be required to learn and apply RILM’s editorial rules, as detailed in RILM’s editing and indexing style manuals, improving the prose, punctuation, and factual content, through research, of the material.

Other Duties: Edit, index and sometimes write abstracts of scholarly literature on music received from diverse sources and of varied quality and intelligibility bringing them to a high standard of literacy and scholarship.
Qualifications / Requirements: Graduate degree in music (or equivalent experience in music research or librarianship) required, with proven research and writing skills. Experience in editing and the ability to organize data into logical concepts is required. Superior written English skills and excellence in focused, detailed work is required. Excellent reading ability in foreign languages especially German, but also Italian, Spanish, Arabic, and Asian languages expertise) is required as well as in-depth knowledge in one or more of the following fields (in order of preference): ethnomusicology (especially Middle Eastern and Asian countries), music pedagogy, Medieval music history (with knowledge of Byzantine studies and liturgy), music theory, organology. Other subject specializations may be considered. Knowledge of other foreign languages is a significant plus. Ability to work independently but also with many diverse personalities in close proximity is essential. All work must take place in the office.

Salary, Rank & Benefits: $17/hour or $30,940/year. A minimum of 20 hours per week is required; full-time hours (35 per week) are also possible. Appointments to include benefits. Appointment will last at least until fall 2007. After a lengthy training period, schedule can be flexible.

Deadline: Friday, May 05, 2006

Application: To apply, please go to www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=REA-277.

Music Librarian and Archivist at the National Library of New Zealand

General Information: The music collections of the Alexander Turnbull Library include both published and unpublished formats, and cover all media from manuscripts to published scores to discs to DVDs. We require an enthusiastic and experienced self-starter who has had some experience in working with unpublished materials, in providing research services, and who can demonstrate knowledge of New Zealand music.

Responsibilities: The position requires very good written and communication skills. The successful applicant will work with Manuscripts and Archives staff in acquiring and processing manuscript collections of composers and musicians; with Published Collections staff to acquire, describe, and preserve published New Zealand musical works; and with reference and research staff to provide assistance to the Library's clients. The successful applicant will also assist in managing copyrighted materials, and in the administration of trust funds.

Qualifications / Requirements: Applicants must possess a music degree and a qualification in library or archival management. More information can be obtained from David Colquhoun 04 474-3153 (email: david.colquhoun@natlib.govt.nz)

Salary: $49,273 - $57,968

Deadline: Applications close 5pm June 16, 2006

Application: For a job description and application form contact Personnel Services, 04 474-3065 or email: personnel.services@natlib.govt.nz

Librarian (Audiovisual Cataloger) at University of Maryland at College Park
General Information: The University of Maryland Libraries is looking for an innovative and dynamic individual to work in a team environment to provide access to audiovisual materials. The University of Maryland is the flagship of the 13-member University System of Maryland. For more information, visit the UM Libraries' Web site: http://www.lib.umd.edu.

Responsibilities: Performs original cataloging and enhances, upgrades, and edits copy for audiovisual materials (videos, films, spoken word) in all subject areas and languages using AACR2, LCRIs, LC classification, LCSH and MARC via OCLC and the UM Library's integrated library system. Participates in national cooperative programs, including the NACO AV funnel project. Maintains knowledge of library goals and objectives. Assists with UM Digital Library projects, offering expertise on cataloging standards for films and videos. Participates in the development and documentation of policies and procedures. May lead 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 relations with the staff in Nonprint Media Services, the Broadcasting Archives and other units within the UM Libraries with significant collections of audiovisual materials, with particular concern for their cataloging priorities and access issues. Performs other duties as assigned. Meets the Libraries' organizational citizenship expectations; see the full statement at: www.lib.umd.edu/groups/learning/citizenship.html.

Qualifications / Requirements: ALA-accredited Master's degree in Library Science; minimum of one year of relevant cataloging experience in an academic, research, or special library; knowledge of and proficiency with automated library systems, AACR2, LCRIs, LC classification, LCSH, and MARC21 formats, via a national bibliographic utility; understanding of technical services operations, Library of Congress cataloging practices and procedures, and emerging cataloging issues and trends; reading knowledge of at least one modern foreign language; ability to manage a broad variety of tasks; ability provide direction and motivation to staff and student assistants; evidence of ability to interact collaboratively and work effectively with teams; evidence of strong service orientation; excellent interpersonal and communication skills; demonstrated record of professional activity. Preferred: Experience with archival video collections and/or digital projects; experience with name authority work.

Salary, Rank & Benefits: Non-Tenured Faculty, Full-Time (12 Month Appointment). Salary commensurate with qualifications and experience; comprehensive benefits.

Deadline: April 28, 2006

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

Jane Williams
Library Personnel
McKeldin Library
University of Maryland
College Park, MD 20742-7011

E-mail: gfernan1@umd.edu
Fax: 301-314-9960


The University of Maryland is an EEO/AA employer.
Archivist, Dallas Symphony Orchestra Collection at The Dallas Public Library

Description and Responsibilities: The Fine Arts Division of the Dallas Public Library has recently become the repository for the archival collection of the Dallas Symphony Orchestra (DSO), one of the ten oldest orchestras in the United States. We are seeking an energetic music archivist to prepare the collection for access. The successful candidate will work with the music librarian to:

A. Compile a complete inventory of the collection
B. Assess the condition of materials, determine priorities for preservation treatments and reformatting, and re-house materials into archival storage
C. Determine a logical and efficient organizational structure for the collection
D. Design and create searchable on-line databases (finding aids)
E. Assist with grant proposals (particularly budget plans and vendor contracts) to complete conservation and reformatting projects
F. Train and oversee volunteers and/or interns to assure consistency in processing.

Qualifications / Requirements: Master’s Degree in Library Science from an A.L.A. accredited university with formal course work in archival administration OR Master’s Degree in musicology with a Certificate of Archival Administration or designation as a Certified Archivist. Advanced knowledge of Microsoft Access and experience in creating searchable on-line databases essential. Relevant experience with and knowledge of orchestral music and organizations preferred. Candidate must have a thorough knowledge of archival theory and methods of historical research. Additional experience in grant writing, vendor contract preparation, and budgeting are desirable.

This position is responsible for processing all parts of the Dallas Symphony collection, preparing finding guides, supervising archives volunteers, and implementing appropriate electronic descriptive/access systems. The position requires the ability to access heights of 90 inches, retrieve materials from shelves and filing cabinets, lift up to 50 pounds, bend, reach, stoop, use a step stool, climb stairs, push or pull loaded book trucks, and walk, stand or sit for long periods of time.

Salary: $35,000-37,000, commensurate with qualifications. This is a one-year contract position (40 hours per week for 52 weeks).

Deadline: Open until filled.

Application: Please submit a letter of application; a résumé; name, address, and phone number of three references; copies of transcripts and credentials; and a completed City of Dallas application form. This form is available on-line (Microsoft Word document or Adobe Acrobat PDF file), but must be downloaded, completed, and submitted in print form with other application materials (http://dallascityhall.com/dallas/eng/html/employment.html). All application materials or inquiries may be directed to:

Sheila Scullock
Asst. Director of Resource Mgmt.
Cello Music Cataloger at The University of North Carolina at Greensboro

General Information: The University Libraries seek an experienced and knowledgeable individual for the position of Cello Music Cataloger. Reporting to the Head of the Cataloging Department this individual is responsible for cataloging the cello music and manuscripts which represent the cumulated collections of eight renowned cellists and teachers housed in the Jackson Library. This position also works very closely with the Head of Special Collections and Rare Books and the Music Librarian. This is a twelve-month, tenure-track position. Demonstrated professional achievement, professional service, and scholarly/creative activity are required for reappointment and tenure.

Responsibilities: The primary responsibility of the music cataloger will be the accurate identification and cataloging of scores, manuscripts and other material such as letters, photographs, and programs that comprise the cello collections.

This individual is responsible for encoding bibliographic data and holdings data, and for processing the cataloged cello materials.

This individual is involved in creating finding aids for this material and any necessary metadata description.

This individual is expected to conduct related public service for the cello collections and serve as the chief resource person for these collections.

This individual will have opportunities to participate in the discussions and decision-making processes that enhance cello music cataloging procedures.

Additional responsibilities include aiding in the cataloging and/or creating web based finding aids for manuscripts and rare books that comprise the holdings of Special Collections and University Archives.

Qualifications / Requirements: Required Qualifications: An ALA-accredited MLS, with an additional degree in music, and experience with music cataloging and SIRSI Workflows is required. Strong organizational skills and oral and written communication skills are expected. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment. Must be able to assume responsibility and accomplish goals. Must demonstrate the ability to work effectively with a highly diverse group of faculty, staff, students, and coworkers in a courteous and professional manner. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit reappointment and tenure is expected and supported.

Preferred Qualifications: Experience in original and copy cataloging using OCLC, knowledge of cataloging standards (AACRII, LCSH, MARC21 and metadata practices). Familiarity with description of rare books and manuscript materials as well as developing finding aids is preferred.

Work Environment: UNCG is a doctoral, research-intensive institution with an enrollment of over 15,000, 22 doctoral degree programs, 59 master's degree programs, and a broad range of academic programs for undergraduate education. The University Libraries support the learning and research missions of the University through its print and electronic resources, reference and instructional...
services, and other outreach programs, and with collections of 1.2 million volumes, over 4,300 current journal subscriptions, more than 30,000 electronic journals, and over 300 databases. The University's 190-acre campus is one mile from the center of Greensboro, a city of more than 230,000 and is in the Piedmont Triad (with a population of over 1 million), in an area of great natural beauty, diverse industry, cultural arts, and mild temperatures.

Salary, Rank & Benefits: The salary for this position at the appointment is competitive and depends upon qualifications and experience. Standard benefits include state or optional (including TIAA/CREF) retirement plans, state health plan, and 24 vacation days per year.

Deadline: Preference will be given to applications received by April 30, 2006. Position will remain open until filled. Starting date is negotiable.

Application: Send an application letter addressing qualifications, along with a current curriculum vita and the names of three recent professional references to:
Beth Ellington
Cello Music Cataloger Search Committee
Jackson Library
University of North Carolina Greensboro
P.O. Box 26170
Greensboro, North Carolina 27402-6170

EEO/AA. The University is dedicated to sustaining a diverse educational atmosphere.

Librarian III (temporary through March 31, 2009) at The New York Public Library for the Performing Arts

General Information: The Collection:

The Rodgers and Hammerstein Archives of Recorded Sound of The New York Public Library is one of the richest resources of recorded sound in the world. The Archives' extraordinary holdings cover virtually every aspect of recorded sound--from Mozart to Maria Callas to Motown, from symphonic works to presidential speeches, from radio dramas to television specials.

A vital research facility for performers, musicians, scholars, critics, and the recording industry, the collection also plays a leadership role in developing technology that allows for the transfer of sound from obsolete to accessible formats. Through special recording projects--often pursued cooperatively with other archives and record companies--the Archives collection and preservation efforts ensure that the spoken and musical sounds of the century will resonate for current and future generations.

Responsibilities: Under the general direction of the Assistant Curator, performs original and copy cataloging, as needed, in RLIN or OCLC, for the Rodgers and Hammerstein Archives of Recorded Sound collection of unprocessed 78 rpm commercial sound recordings. Searches National Authority files for names, uniform titles and subjects, and verifies their accuracy. Consults lists of selected pre-determined print resources, to aid in providing enhanced documentation for catalog records. Consults with RHA's librarians to obtain more information regarding the special processing aspects of the 78rpm collection. Searches OCLC for copy cataloging that may need enhancement. May select materials from the stacks to be cataloged. During the final phases of the project, works in cooperation with project staff at Stanford and Yale Universities to create a database of uncataloged archived recordings in compliance with
protocols developed by Stanford. Conducts batch-matching to capture cataloging data from RLIN and OCLC records created by the other participating institutions. Performs related duties as required.

Qualifications / Requirements: ALA-accredited Master’s degree in Library and Information Studies. Undergraduate or graduate degree in music or the performing arts or an equivalent combination of education and experience in either field. Successfully demonstrated ability to read bibliographic citations in at least two foreign languages, preferably a romance language and German. Successfully demonstrated professional experience cataloging sound recordings or other music materials into a bibliographic utility using AACR2, MARC format, and LC subject headings. Successfully demonstrated experience cataloging into the RLIN and/or OCLC national databases. Strong interpersonal, oral, and written communication skills, including successfully demonstrated ability to deal tactfully and effectively with staff in a team setting. Demonstrated knowledge of sound recording history including early record labels, and technology preferred. Knowledge of conservation procedures and practices for sound recordings preferred. Successfully demonstrated ability to transliterate from a non-roman alphabet, such as Cyrillic, Chinese, Hebrew, Japanese preferred.

Deadline: Open until filled.

Application: To apply, please send cover letter and resume to lsresumes@nypl.org. Refer to job code: LL-L3RHA.

www.nypl.org

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

Sound Recordings Librarian at The University of Washington
The Libraries: Among the largest academic research libraries in North America and winner of the 2004 ACRL "Excellence in Academic Libraries Award," the University of Washington Libraries has a collection of more than six million cataloged volumes, an equal number in microform format, more than 50,000 serial titles, and a combined media collection of well over 27,000 items. Yet beyond the strength of local collections and networked resources, excellent service programs, knowledgeable staff, diverse facilities and size of budget, the Libraries is known for innovation, responsiveness and an integrated planning and assessment process that makes the user-centered library not just a goal, but a reality. Students and faculty recognize the value provided by the Libraries and rank the Libraries as the most important source of information for their work. The Libraries also receives the highest satisfaction rating of any academic service on the surveys of graduating seniors conducted by the Office of Educational Assessment. The Libraries was commended in the University’s 2003 accreditation review for its rich collection, well-qualified staff, and "exceptional service to students, staff development, and a commitment to planning and assessment of service."

The Music Library and Listening Center: The Music Library is one of the 15 branches of the University of Washington Libraries. The Music Library holds over 68,000 books and scores, 43,000 sound recordings and other media, and about 300 subscriptions to current periodicals. It is located in the School of Music, whose students and faculty are the primary clients. The Listening Center, located in the lower level, has onsite audio and video playback equipment. In collaboration with the Media Center, located in the
The Odegaard Undergraduate Library (OUGL), the Listening Center is planning a shift to a digital sound and video delivery system, pending funding.

The Position: The Libraries seeks a creative and innovative individual to lead the transformation of multimedia delivery and services at the Music Library of the University of Washington. The successful candidate must be knowledgeable in building a sound and video recording collection, have a solid background in music history, and have experience working with cutting-edge multimedia technology. Particularly encouraged to apply are candidates who demonstrate an ability to work effectively and collaboratively, and are skilled in forging and maintaining strong partnerships within and outside the library.

Specific Responsibilities and Duties:

- Responsible for collection development of sound and video recordings for the Music Library and Listening Center.
- Recommends the design and development of facilities and equipment to support services of the Listening Center. Conducts evaluation of adequacy and suitability of facilities, equipment, materials, and services. Establishes policies for maintenance of materials and equipment.
- Advocates and coordinates multimedia enhancements in the Music Library in coordination with Digital Initiatives Programs, Information Technology Services, and other departments with the Libraries and on campus.
- Maintains contact and builds effective relationship with the Media Maintenance Technician at the School of Music on projects.
- Catalogs Music Library audio-visual materials in accordance with AACR2, producing original cataloging records as well as editing cataloging records from the OCLC database. Maintains cataloging records for the audio-visual collection for the Music Library.
- Oversees the work of technicians for cataloging and catalog maintenance.
- Participates in the preservation of sound recordings and works with the Music Library’s Special Projects Librarian in this and other areas.
- In coordination with other music librarians, provides reference service, including bibliographic instruction and other user education activities as part of the public services program in the Music Library.
- Maintains contact and builds effective relationships with faculty in the School of Music.
- Collaborates with the Head of Multimedia Services, OUGL, and other librarians on campus regarding media materials.
- Participates in library committees and meetings; represents the Music Library in the Cataloging Policy Committee.
- Participates in discussions of the Music Library and Listening Center policies; provides specific contributions in assigned areas of responsibility.
- Develops grant proposals for preservation and other projects and programs in the Listening Center.
- Performs other duties as assigned or required.

Qualifications / Requirements: Required Qualifications: Graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree. Experience in an academic library environment. Working knowledge of the issues in digitization and delivery of digital content in an academic environment. Experience in answering music reference inquiries. Excellent written and oral communication skills. Excellent interpersonal skills. Ability to work...
independently and with others in a demanding and rapidly changing environment. Strong commitment to user-centered services. Flexibility and adaptability with a good sense of humor. The ability to represent the Libraries on campus, regionally, and nationally. Evidence of initiative and resourcefulness in past activities.

 Desired Qualifications: Two years experience working in a research music library. Experience in collection development in music, especially in sound and video recordings. Experience in music cataloging, especially sound and video cataloging. Masters Degree, or equivalent, in music history or other fields of music. Knowledge of copyright and licensing issues related to media. Successful experience in a variety of public service, technical service, and/or information technology functions. Experience in managing a diverse range of activities in a highly visible, pressured academic environment. Proven ability to develop technology deployment plans, including analysis of cost/benefit issues.

 Salary, Rank & Benefits: $40,000 minimum. Starting salary commensurate with qualifications and background. Librarians are academic personnel and participate in the University of Washington Retirement Plan (TIAA-CREF, The Vanguard Group, and/or Fidelity Investments) on a matching basis. Vacation is accrued at the rate of 24 working days per year; sick leave at the rate of 12 working days per year. No state or local income tax.

 Deadline: To ensure consideration, applications should be received no later than 5:00 p.m., Friday, April 28, 2006.

 Application: Charles E. Chamberlin
 Senior Associate Dean
 University of Washington Libraries
 482 Allen Library
 Box 352900
 Seattle, Washington 98195-2900

 Applicants should submit a letter of application, full resume including a work telephone number, e-mail address, salary requirements, and the names, addresses and telephone numbers of at least three references who are knowledgeable of the applicant's qualifications for this position. University of Washington Libraries' Home Page is: http://www.lib.washington.edu and the Music Library's home page is http://www.lib.washington.edu/music. The University of Washington, an Equal Opportunity and Affirmative Action Employer, is building culturally diverse staff and strongly encourages applications from female and minority candidates. In compliance with the Immigration Reform and Control Act of 1986, the University is required to verify and document the citizenship or employment authorization of each new employee.

 Music Catalog/Metadata Librarian at Brown University
 General Information: Brown University is seeking a dynamic, service-oriented Catalog/Metadata Librarian to take a leading role in cataloging music and in creating metadata for digital projects. The Catalog/Metadata Librarian will participate in evaluation and application of current and emerging metadata standards for multiple formats. Candidates with a strong combination of interpersonal, bibliographic and technical skills and a background in music are encouraged to apply. The position reports to the Co-Leader of the Technical Services Department.
Responsibilities: Performs original and complex copy cataloging for library materials in non-book formats, primarily music; assists in development of policies and procedures, working closely with the Music Librarian and colleagues in public services departments; collaborates with the Metadata Specialist to create descriptive metadata for various digital projects of the Library and Brown University; assists in development and ongoing review of local policies and procedures for such applications; participates in departmental and library-wide committees and work groups established to further various aspects of the Brown University Library mission.

Qualifications / Requirements: ALA-accredited MLS; knowledge of AACR2, LCRI’s, LCSH, and LC classification; knowledge of music; two years experience cataloging sound recordings and scores in a research library environment; awareness of national trends in cataloging; experience with metadata schemes and tools such as MARC21, Dublin Core, EAD, TEI, MODS, etc.; working knowledge of two or more European languages; effective communication, planning, and organizational skills. Preferred qualifications: knowledge of Italian and German, OCLC and Innovative Interfaces experience.

Deadline: Review of applications will begin immediately and continue until the position is filled; applications received by March 31, 2006 will receive first consideration.

Application: To apply for this position (JOB# B00811), please visit Brown’s Online Employment website (https://careers.brown.edu) and follow the instructions which will guide you on how to complete an application online, attach documents, and submit your application for immediate consideration. Documents should include cover letter, resume, and names and addresses of three references. Brown University is an Equal Opportunity/Affirmative Action Employer.

Music User Services Coordinator at The University of Illinois at Urbana-Champaign

General Information: Following the departure of the previous incumbent, Esther Gillie, the UIUC Music Library is seeking to fill a temporary appointment (to 31 July 2006 in the first instance) for a Music User Services Coordinator.

The UIUC Music Library, founded in 1944 and located in the Music Building, is among the largest collections of its kind at a public university. The library supports a wide range of graduate and doctoral programs in the School of Music, and collects materials within most fields of musical performance, music education, musicology, music theory, and composition. The staff comprises 3 FTE librarians, 8 FTE staff, 1 FTE graduate assistant, and 0.6 FTE student employees. For more information, see the library's website at www.library.uiuc.edu/mux.

Responsibilities: The responsibilities of the incumbent include:
- Planning, coordinating and providing music reference and user services for research-oriented faculty staff and students
- Ongoing training and scheduling of reference staff
- Preparing and delivering music-related bibliographic instruction sessions for university courses
- Creating instructional aids and tutorials in both print and electronic formats
- Helping build the music library’s reference collection, both of print and electronic titles

Qualifications / Requirements: Master’s degree or equivalent from an ALA-accredited library school and a bachelor’s degree in music or equivalent. Prior experience of music reference and user education work is desirable, and effective written and oral skills are essential.
Salary, Rank & Benefits: Salary and rank will be commensurate with credentials and experience.

Deadline: Applications will be considered until the position is filled.

Application: For further information, or to make an application (with c.v., please), contact

John Wagstaff
Head of Music Library
University of Illinois at Urbana-Champaign
1114 W. Nevada Street
Urbana, IL61801

e-mail: wagstaff@uiuc.edu; tel. 217-244-4070

Librarian I at Temple University
Responsibilities: Under the direction of the Associate University Librarian for Collections, Research and Instruction, the Media Services Librarian will lead the planning, development, and implementation of the Libraries' media offerings, including multi-media equipment, collections, access, and services. Responsibilities include, selecting audio, video, and digital media and media reference works in conjunction with other disciplinary collection managers; ensuring appropriate housing of collections for preservation and access; ensuring appropriate equipment is available to meet user needs; evaluating and implementing new and emerging multimedia technologies, and developing and implementing format succession and content reformatting plans; participating in the delivery of a full range of multi-disciplinary reference and consultative services for students and faculty at the reference desk, virtually, and in library instruction programs; participating in developing digital information collections, and services, and developing staff awareness and expertise relating to the use of digital multimedia applications and systems; collaborating with others in the creation/maintenance of bibliographic access tools for media; participating in library-wide activities or projects through service on library and university committees and working groups; and supervising student assistants or staff. Perform other duties as assigned.

Qualifications / Requirements: Required Education and Experience: ALA accredited Masters degree in Library Science. Experience with instructional technologies and digital media. An equivalent combination of education and experience may be considered.

Required Skills and Abilities:
* Familiarity with media content and technology and its potential for network applications.
* Familiarity with copyright and preservation issues pertaining to media resources.
* Ability to communicate clearly in writing and orally with individuals and in group settings such as class instruction.
* Commitment to providing high-quality services to a culturally and racially diverse campus.

Preferred:
* Academic media librarianship experience and reference and instruction experience in an academic library.
* Experience in information technology development or implementation.
*Familiarity with media cataloging and metadata issues.
*Strong organizational skills and evidence of successful project management.

Deadline: June 30, 2006
Application: Apply online at https://hospats.adminsvc.temple.edu/jobs.htm.

Cataloger at The University of Chicago
General Information: The University of Chicago Library seeks applicants for the position of Cataloger. The Cataloging Department is part of the Technical and Electronic Services Division. The position reports to the head of the Monographic Cataloging Section, but will also work with the head of the Serials and Electronic Resources Section and the head of the Database Management and Copy Cataloging Section as necessary. The Cataloging Dept. has five sections, with eight librarians and seventeen FTE exempt and clerical staff.

The University of Chicago Library has resources numbering more than seven million printed works, increasing at the rate of 150,000 volumes per year. Over thirty million manuscripts and archival pieces, 420,000 maps and aerial photographs, and large sets of microform materials complement the printed collections. The distinctive rare book, manuscript and archival holdings of the Special Collections Research Center are available for study. Aggressive growth in the Library's electronic assets ensures a balanced representation of resources in all formats. The Library Catalog, Web pages, indexes and abstracting tools, digital maps, and images can be accessed from computers in the Library, on campus, and remotely. Major electronic resources include 40,000 licensed full-text serial titles, 170,000 licensed monographs and 500-licensed reference databases.

Responsibilities: The cataloger is responsible for original cataloging of music scores, sound recordings and monographs, as well as other subjects and formats such as serials, electronic resources, and visual materials. The Library is a member of the Program for Cooperative Cataloging, and descriptive cataloging is performed in accordance with national standards. Subject analysis and classification assignment follow Library of Congress standards and local practice. Authority records follow NACO standards and are contributed to the national authority file. The cataloger also investigates and participates in implementation of solutions for providing bibliographic control for all types of resources including electronic resources.

In addition to cataloging traditional materials and in support of the Catalog Department's endeavor to integrate bibliographical control for digital resources, the cataloger may participate in activities to implement non-MARC descriptive metadata standards and contribute to the development of new metadata services for the Library's growing collection of digital resources.

The cataloger collaborates with other catalogers and Library staff to establish and maintain local policies and procedures for bibliographic and metadata services, projects, and other activities that affect the library's integrated library system, search engines, and overall access to the collections; keeps abreast of the current trends and best practices for bibliographic and metadata services in the field; serves on library committees, participates in library-wide programs and activities, and is expected to be active professionally. The cataloger is responsible for the maintenance of music-related and other aspects of the departmental web site and oversees the work of two clerical staff who support the cataloging of music materials.
Qualifications / Requirements: An MLS or MLIS degree from an ALA accredited institution is required. A strong background in music studies, especially the classical repertoire, is also required. Good reading knowledge of one or more western European languages, preferably German, and French or Italian, is required. Experience using an integrated library system, proficiency in using PC-based applications and other computer applications is required. Familiarity with Anglo-American Cataloguing Rules, 2nd ed, knowledge of Library of Congress rule interpretations, Library of Congress classification via Classweb, Library of Congress subject headings via OCLC's authority file, the Subject Cataloging Manual, and the PCC SACO manual, MARC 21 formats for bibliographic and authority data and the NACO manual for authority work are all required. Cataloging experience or experience working with non-MARC descriptive metadata standards such as MODS and EAD is required.

Ability to communicate effectively and constructively with colleagues, with supervisors, and with other staff, both within and outside the department is required. Ability to perform complex problem solving and decision-making is required. The successful candidate will possess the following skills: flexibility about performing different cataloging tasks as departmental and library needs change, and to show responsiveness and willingness to work on special projects or assignments; a strong service orientation, the ability to write and implement procedures; analytical, communication, and training skills; ability to prioritize work to ensure that departmental and library goals are realized, and the ability to work independently as well as part of a team in a production-oriented, dynamic environment, with a commitment to professional development and growth.

Salary, Rank & Benefits: Appointment salary based on qualifications and experience. Salary range begins at $43,930. Benefits include retirement plan, insurance, and paid time off. There is a tuition benefit plan for college age and younger children.

Deadline: Review of application will begin upon receipt and continue until the position is filled. Applications received by May 15, 2006, will be assured consideration.

Application: Application should include letter of application, resume and names, addresses, e-mail addresses, and telephone numbers of three references. Applications may be sent by e-mail to chicagocataloger@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

Application by e-mail is strongly encouraged. Please note applicant name on resume attachment. AA/EOE.
resources, from rare books and manuscripts to a rapidly expanding network of electronic resources, constitutes one of Yale's distinctive strengths. The Library is engaged in numerous digital initiatives designed to provide access to a full array of scholarly information. For additional information on the Yale University Library, please visit the Library's Web site at: http://www.library.yale.edu/.

The Irving S. Gilmore Music Library at Yale University is one of the largest collections of music scores, sound recordings, and music research materials in the United States. The Music Library holds approximately 70,000 scores and parts for musical performance and study; 50,000 books about music; 25,000 LP recordings and compact discs; 7,500 microfilms of music manuscripts and scores; 45,000 pieces of sheet music; 50,000 photographs; 4,000 linear feet of archival materials; 500 individual music manuscripts not forming a portion of a larger collection; and 375 active subscriptions to music periodicals. The Music Library is an independent member of the NACO-Music Project.

The Yale Collection of Historical Sound Recordings collects, preserves, and makes available for study historical recordings of performers important in the fields of Western classical music, jazz, American musical theater, drama, literature, and history (including oratory). The recordings in HSR now number over 160,000, in a variety of formats. They document performance practice from the beginning of the recording era (ca. 1890) to the present day. The Collection holds a large library of printed materials and microforms which provide information about composers, performers, and the recording industry and include discographical data useful for dating and cataloging recordings.

Responsibilities: As part of a three-year, multi-institutional cataloging grant, under the general direction of the Music Catalog Librarian, provides original cataloging for musical and spoken-word 78-rpm sound recordings from the Historical Sound Recordings Collection. Descriptive cataloging is performed in accordance with national standards and the requirements of Yale's local on-line Voyager system. Subject analysis and classification assignment follow Library of Congress standards and local practice. Authority records follow NACO standards and are contributed to the national authority file. Collaborates with other catalog librarians and Library staff to establish and maintain local policies and procedures for bibliographic and metadata services, projects, and other activities that affect the library’s integrated library system. Other responsibilities include keeping abreast of revisions in cataloging rules and trends. The incumbent may also serve on library committees, participate in library-wide programs and activities, and is expected to be active professionally.

Qualifications / Requirements: Master's Degree from an ALA-accredited library science program. Strong reading knowledge of one or more European languages. Subject background in music; second Master’s degree in music preferred. Sound knowledge of AACR2, Library of Congress Rule Interpretations, Library of Congress subject analysis, and MARC formats for sound recordings. Working familiarity with OCLC and/or RLIN. Experience cataloging in an integrated library system, particularly Endeavor’s Voyager, is preferred. Experience with sound recording cataloging is also preferred. Knowledge of current trends and best practices in cataloging.

Strong analytical and problem solving skills. Excellent oral and written communication skills. Proficient computer skills, including experience with personal computer hardware and software as needed to perform library functions. Excellent organizational skills, accuracy, and attention to detail, and ability to meet production targets. Demonstrated ability to work well independently and with others in a rapidly changing and demanding environment.
Appointment at Librarian II level requires a minimum of two years professional library experience and professional accomplishments; appointment at Librarian III level requires a minimum of five years relevant professional library experience as well as professional accomplishments.

Salary, Rank & Benefits: Rank and competitive salary will be based upon the successful candidate's qualifications and experience. Full benefits package including 22 vacation days; 18 holiday, recess and personal days; comprehensive health care; TIAA/CREF or Yale retirement plan; and relocation assistance.

Deadline: Applications will be accepted until the position is filled.
Application: Applications consisting of a cover letter, resume, and the names of three references should be mailed to:

Diane Y. Turner
Associate University Librarian for Human Resources, Staff Training & Security
Yale University Library
P.O. Box 208240
New Haven, CT 06520

fax: (203) 432-1806

Submissions via email are also welcomed and can be sent as a Word attachment to hrlibrary@yale.edu. Please be sure to include Source Codes EAYU14912.

Yale University is an Affirmative Action/Equal Opportunity Employer.

Music Cataloger (part-time) at Old Dominion University, Norfolk, Virginia
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.

Qualifications / Requirements: Required: ALA-accredited MLS or expectation of earning the degree within the next 6 months; 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, time and team based management skills; educational or experiential background in music history, musicology, or performance. Preferred: Experience with Innovative Interfaces Inc or other integrated library system.

Salary, Rank & Benefits: This is a part-time (20 hours per week) hourly 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
Phone: 757-683-4141
Fax: 757-683-5767

Long-term Temporary Assistant Librarian at NBC Universal Information Center, Secaucus, New Jersey
General Information: The NBC Universal Information Center, located in Secaucus, NJ, has an immediate opening for a long-term temporary Assistant Librarian. This position presents an excellent opportunity for a librarian interested in gaining experience in a media library. Recent MLS graduates will be considered.

Responsibilities: Major responsibilities include:
--Assist Music Librarian in providing music research services to NBC programs
--Assist Research Librarians in providing research on deadline to NBC reporters, writers and producers
--Assist in management and distribution of digital and hard copy library materials
--Assist staff in maintaining InfoCenter and Music Library intranet sites

Qualifications / Requirements: Our ideal candidate will be an enthusiastic learner, with a broad knowledge of music and a keen interest in media.

Excellent computer skills, including knowledge and expertise in internet searching, are essential. Expertise with online databases such as Lexis-Nexis and Factiva preferred. Candidates should also be flexible in terms of scheduling (some evenings, weekends and holidays required), and have excellent interpersonal skills.

Deadline: Open until filled; posted March 14, 2006.
Application: To apply, or to request further information, please email infocenterposting@nbcuni.com. Please, no phone calls. We will only reply to those candidates in which we have an interest.
Subject Librarian – Music at The Banff Centre

General Information:
Subject Librarian – Music
06-147M
Paul D. Fleck Library and Archives

Reporting to the Director, Library and Archives Services, the Subject Librarian - Music is responsible for a variety of professional duties including reference & front-line services; training and supervision of Library staff; collection development in the performing arts, specifically the music collections; development and maintenance of files and special collections; and for assisting in the planning and development of the goals and objectives of the library.

Responsibilities: The incumbent will possess strong and demonstrated experience with technology including experience with the Sirsi-Dynix Horizon integrated library system or similar library ILS, and with MS Access or other relational databases.

You have a working knowledge of markup and programming languages (including HTML, CSS) to assist with Intranet development, maintenance of the library ILS, and other projects.

You also possess applicable experience in original and enhancement cataloguing, including knowledge of MARC and AACR2 standards.

Qualifications / Requirements: The successful applicant must have a Master of Library Science degree from an accredited school of librarianship, a degree in Music or a comparable and relevant arts-related background which will complement the current and future collections of the Paul D. Fleck Library and Archives.

You demonstrate your strong communication skills (written and oral) and time management skills to integrate your work into a team environment of information professionals.

You have direct experience with supervising staff and can work in a proactive and cooperative manner with all library staff and clients.

The ideal candidate is available to work evenings and weekends to provide supervision of support staff, in order to maintain a 7-day, 72-hours per week operation.

Rank: This is a management position with a one year probationary period.

Deadline: June 18, 2006

Application: Applicants are asked to either hand deliver their applications to Human Resources, e-mail to Jobs@banffcentre.ca, or to visit our job board at www.banffcentre.ca/careers/careers/ and apply from there.

Collection Development Librarian at Florida State University

General Information: The Warren D. Allen Music Library at Florida State University is reopening its search for a Collection Development Librarian. Please note that the qualifications have been modified from the previous posting.
Responsibilities: Acquisition of materials in a variety of languages/formats using OCLC, 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-and collection development policies/procedures/manuals will be among the highest priorities upon arrival.

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

Other Information: 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 has an excellent working relationship with the College of Music. 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.

Salary: $36,000-40,000/yr. Actual amount commensurate with experience.

Deadline: June 26, 2006

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

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

Contact Info: Dee Beggarly (850) 644-4361

Job ID: 3935

Librarian at South Carolina Governor's School for the Arts and Humanities
General Information: The South Carolina Governor's School for the Arts and Humanities is a public high school for the artistically talented and academically gifted students. The School is located in downtown Greenville behind County Square and on the bank of the Reedy River.
Qualifications / Requirements: Applicants must have a terminal degree and five years of successful teaching experience, and have achieved recognized success as a scholar.

Salary: Salaries are comparable to the Greenville County School District.

Deadline: May 19, 2006

Application: State applications are available at http://www.state.sc.us/jobs/applications or can be picked up in the Human Resource Office of the School. Applicants should submit State applications by May 19 to

SCGSAH
Attn: Happy Lawrence
25 University Street
Greenville, SC 29601

(864) 282-3780

Information Services Librarian-Music Specialty at Mansfield University

General Information: Tenure-track Instructor or Assistant Professor position starting during the fall semester 2006.

Responsibilities: Provide general reference service (including evening and weekend rotation) in a team-approach environment: retrieve information using a variety of print, electronic and online resources; and serve as liaison for the purposes of collection development and library user instruction for Music, Literature, and other Humanities disciplines. About one-fourth of daily duties will be committed to music librarianship. To learn more about the North Hall Library and our commitment to students, visit us at: http://lib.mansfield.edu/.

Qualifications / Requirements: Required: 1) MLS from an ALA-accredited institution (PhD required for appointment at Assistant Professor rank); 2) excellent written and oral communication skills; 3) demonstrated teaching ability; 4) significant knowledge of music literature as evidenced by course work, degree or experience in several music disciplines; 5) demonstrated proficiency in using computer technologies including MS Office Suite and online searching skills; and 6) completion of a successful interview (which includes a 30-minute presentation) and criminal background check. Desired: 1) appropriate work experience in an academic library; and 2) experience in audio and print digitization and other library computer technologies and applications. Must complete additional graduate course work to be eligible for tenure.

Essential Functions: Provide general and music reference assistance; provide library user instruction; and complete liaison, instruction and collection development responsibilities for an integrated collection of books, recordings and other materials. Communicate clearly and effectively in writing and speaking. Use computer skills proficiently and acquire new technology skills as needed. Work cooperatively within the department. Continued scholarly growth and service to the department, university, or community are some of the requirements for tenure.

Salary, Rank & Benefits: Instructor or Assistant Professor rank. Salary is competitive and dependent on qualifications and experience. Nine-month, academic-year salary range begins at $40,599 for Instructor
and $46,999 for Assistant Professor. Faculty Benefits:
http://www.passhe.edu/content/?/office/employee/SystemHR/benefits
Deadline: Review of applications will begin: June 15, 2006. Applications will be accepted until the
position is filled.

Application: Submit a letter of intent; resume; copies of undergraduate and graduate transcripts, and
the names, addresses, and phone numbers of three references to:

Search Committee
attn: Position F2006-06
Human Resources Department
109 Alumni Hall
Mansfield University
Mansfield, PA 16933

A condition of employment is a complete set of official transcripts for all academic work. Completion of
a Mansfield University faculty application is required for interview candidates. AA/EOE

Employment Questions:
John Boselli (Manager): 570-662-4052; email: jboselli@mnsfld.edu
Laurie Buck (Secretary): 570-662-4050; email: lbuck@mnsfld.edu
Email application materials to: lbuck@mnsfld.edu (Please limit attachments to 20 pages)
Fax: 570-662-4117
TDD Number: 570-662-4800

Mailing Address: 109 Alumni Hall, Mansfield University, Mansfield, PA 16933
Office Hours: Mon-Fri 8 am to 4:15 pm est

Setting: Located in the beautiful hills of north-central Pennsylvania, Mansfield University is a public
liberal arts college in the Pennsylvania State System of Higher Education. Current enrollment is
approximately 3,400 students. The university falls within Tioga County which is noted for its quality of
life and numerous recreational opportunities. It is home to five state and federal parks, seven lakes, the
Pine Creek Rail Trail, and the 50-mile long gorge of the Pennsylvania Grand Canyon. The university is an
hour south of the Finger Lakes and wineries of upstate New York.

Manager of Operations and Publications at RIPM: Retrospective Index to Music Periodicals (1800-1950)
General Information: RIPM is an international annotated bibliography of writings on musical history and
culture, found in music periodicals published in seventeen countries between approximately 1800 and
1950. Treating primary source material, RIPM provides access to the content of complete runs of
journals, including articles, reviews, news columns, miscellaneous items, surveys of the press,
bibliographies, iconography and advertising. Ten printed volumes and approximately 20,000 annotated
records are published annually. RIPM functions under the auspices of the International Musicological
Society, and the International Association of Music Libraries, Archives, and Documentation Centres. To
date, RIPM has produced approximately 200 volumes and 500,000 annotated records.

Responsibilities:
1. Process and print data files for RIPM annotated Calendars and Indexes for print publications. Convert data files into different formats as needed.
2. Process and build files for RIPM Online and RIPM on CD-ROM.
3. Coordinate semi-annual publication of the RIPM In Print series: create front matter, work with the printer and publisher, review proofs, and apply for copyright.
4. Office management: respond to email inquiries, order supplies and equipment, update website and subscription records, ship volumes, control inventory, subscription and financial records.
5. Maintain databases concerning publication status, file workflow management, journal bibliographies and contact information. Other projects as required.
6. Assist in the production of the RIPM Online Archive of Music Periodicals: scan journals (from print and microfilm), zone images, and verify quality.
7. Assist in preparation of grant applications.

Qualifications / Requirements: Excellent organizational and computer skills including experience using Microsoft Office Suite. A Master’s degree (preferably in music librarianship or musicology) and pertinent work experience. Knowledge of music history, and reading ability of one foreign language is desirable, though not required.

Salary: Commensurate with experience.

Deadline: When position is filled. Applications will be examined as they arrive. The position is available on 1 June.

Application: Send C.V. and cover letter by email to info@ripm.org. Include names and contact information (email addresses) for three references. Place “Search Committee” in the subject heading.

Search Committee
RIPM International Center
3600 Clipper Mill Road, Suite 211
Baltimore, MD 21211

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Instructional Services Librarian at The New School
Responsibilities: The Instructional Services Librarian for The New School Music Library will create and offer bibliographic instruction classes to familiarize library users with print and electronic research resources, provide individual bibliographic instruction and reference service, and work with faculty to instruct students in research methodologies. Will also perform original cataloging in all formats for music materials as needed, supervise in-house bindery operations, and perform other duties as required.

Qualifications / Requirements: American Library Association-accredited Master of Library Science, advanced degree in music, knowledge of classical music literature and reference sources, minimum 36 months experience in an academic music library environment or 36 months as a head music cataloger, teaching experience, strong communication skills, ability to work collaboratively in a team environment. Preferred: Knowledge of music outside the standard repertoire, especially pre-Baroque and non-Western traditions; working knowledge of Anglo-American Cataloging Rules 2, Library of Congress subject headings, classification, and rule interpretations; Machine Readable Cataloging formats, supervisory experience.
Deadline: May 15, 2006

Application: Interested persons should e-mail a cover letter and resume, to NSUjobs@newschool.edu. Write search # 22926 in the subject line to ensure proper distribution of your resume. Please also visit: www.newschool.edu/admin/hr/forms/index.aspx and complete the Application for Employment 2006. Once completed, mail to: The New School, Human Resources Department, Search number 22926, 80 Fifth Avenue, 4th floor, New York, New York 10011.

Affirmative Action, Equal Opportunity Employer

Director, Library Relations at New World Records / DRAM
Responsibilities:
Plan and implement subscription campaigns for a non-profit music database service (DRAM) available to university and college music libraries. Primary contact for music librarians, electronic acquisitions specialists and faculty. Create strategies for partnering with consortia. Design incentive programs for schools to subscribe.
Be responsible for pricing analyses and forecasts.
Manage New World’s CD subscriber service.
Work closely with the Director of Technology to incorporate features desired by DRAM users. Participate in planning website design.
Also work closely with the Director of Content to identify collections that add value to DRAM.
Direct campus marketing activities to increase awareness of DRAM among students and faculty. Give demonstrations and attend library events and conventions.

Qualifications / Requirements: Experience in library acquisitions required. A music background will be significantly advantageous. Salary based on experience. Position is based in New York City.

Deadline: Open until filled.
Application: Arthur Moorhead
New World Records/DRAM
75 Broad St.
Suite 2400
New York, NY 10004

646.442.7934 Phone
212.290.1685 Fax
amoorehead@newworldrecords.org
http://www.newworldrecords.org
http://dram.nyu.edu

Performing Arts Librarian at Kansas State University
General Information: K-State Libraries seeks applications for a Performing Arts Librarian, welcoming entry level and experienced librarians to apply. Reporting to the Chair of Social Sciences/Humanities, this position will have primary public service responsibilities for the Department of Music and the Department of Speech Communication, Theater and Dance. Candidates may include coursework or a
variety of employment and life experiences to demonstrate their qualifications for the following requirements. This is a tenure track position and appointment will be made to Assistant or Associate Professor according to qualifications and level of experience.

Qualifications / Requirements: MLS from an ALA accredited institution (or equivalent from outside the United States). Degree in music; knowledge of the research processes for the disciplines and familiarity with complete works sets of major composers and other music reference tools; familiarity with the academic community and issues facing students and faculty in a changing information environment, particularly in regard to study in music and performing arts; ability to work with diverse groups both on the staff and within the user community; ability to work with colleagues in collaborative and team environments as well as independently; excellent interpersonal skills and strong service orientation; ability to pursue activities and meet responsibilities necessary for achieving tenure at K-State Libraries; evidence of problem-solving skills; ability to develop and maintain library web pages related to liaison responsibilities; excellent oral and written communication skills. A second master’s degree or graduate work in a music or performing arts-related field is preferred.

Salary: Salary will be commensurate with experience, but not less than $43,000/yr.

Deadline: Review of applications begins on July 24, 2006 and continues until the position is filled.

Application: To view the position description and to learn more about K-State Libraries, visit our Web site at http://www.lib.ksu.edu. Please send a cover letter explaining your interest and qualifications, a curriculum vita, and contact information for three references to:

Janet Garner
K-State Libraries
504 Hale Library
Manhattan, KS 66506

Phone: 785-532-7400. Fax: 785-532-7415. E-mail: ksul-hr@gw.ksu.edu.

Kansas State 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.

Music Librarian at Ohio Wesleyan University
Responsibilities: The Ohio Wesleyan University Libraries and Information Services has an opening for a Music Librarian to manage a Music Library and to serve as librarian liaison to academic departments and programs (Music Department, Fine Arts Department, Ancient, Medieval, and Renaissance Studies) for collection development, to teach library instruction/information literacy classes, to provide reference service, and to represent the college at consortium and music librarian related meetings.

Qualifications / Requirements: The Music Librarian requires a Master’s degree in Library Science from an ALA accredited institution. Bachelor’s degree in Music preferred. Applicants must have at least one year of experience with instrumental or choral music collections and sound recordings, the ability to supervise and the ability to teach library instruction, to provide collection development, and to answer reference questions using print and digital resources. Applicants must be team oriented, innovative, and energetic and possess excellent written, oral, and interpersonal skills. Experience with computer applications and Innovative Interfaces library automation system highly desirable.
Salary, Rank & Benefits: Salary commensurate with education and experience, excellent fringe benefits package.

Deadline: July 10, 2006

Application: Send cover letter, resume, and names, addresses, and telephone numbers of three professional references to

Tom Green
Associate Director of Libraries and Head of Public Services
Beeghly Library
Ohio Wesleyan University
Delaware, OH 43015

Ohio Wesleyan University is an Equal Opportunity/Affirmative-Action Employer strongly committed to diversity within its community.

Multiple positions: Director of Libraries and Information Services and Librarian(s) at Five Towns College

General Information: Five Towns College is a coeducational, independent institution of higher education that serves the cause of music, media, teacher preparation and the performing arts. Founded in 1972, the College is located in Dix Hills, Long Island, NY. Through its five academic divisions, the College offers degree programs from the associate through the doctoral level. Approximately 1,000 men and women are matriculated and approximately 200 reside on campus. The College is accredited by the Middle States Commission on Higher Education (MSCHE) and its programs are registered with the New York State Education Department. Programs for the initial and advanced preparation of classroom teachers are nationally accredited by the National Council for Accreditation of Teacher Education (NCATE). The College announces that the following vacancies exist or are anticipated in a variety of areas. In addition to the specific requirements of each academic post listed below, all candidates seeking appointment must possess outstanding general education skills, including oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy. Candidates must also demonstrate a disposition that supports a diverse and creative community of scholars and artists. For more information about Five Towns College, visit our website at www.ftc.edu.

Responsibilities of and Qualifications for Director of Libraries and Information Services: Five Towns College announces an immediate opening for a Director of Libraries and Information Services. The next Director will possess vision, creativity, a demonstrated commitment to student learning, and an ability to provide leadership and direction for Five Towns College Libraries and Information Literacy Program. Building upon the success of the retiring Director, the successful candidate will be chiefly responsible for continuing the implementation of the Five Towns College Library Plan 2005/06 - 2010/11, managing the Five Towns College Library, including collection, staff, and facilities development, and for leading planning and assessment efforts. The next Director shall demonstrate support for a campus culture that celebrates the arts and artistic achievement by incorporating that philosophy into Library operations.

The successful candidate will possess an MLS or equivalent degree from an ALA accredited program, have a commitment to library and information services, and possess exceptional oral, written, and
interpersonal skills. In addition, the successful candidate will have a record of at least 3 - 5 years of progressive responsibility in an academic library setting, and have a thorough knowledge and understanding of ACRL's Information Literacy Competency Standards for Higher Education. The preferred candidate shall also possess a second master's degree or other credentials in one of the academic disciplines served by the College sufficient to warrant faculty rank.

Responsibilities of and Qualifications for Librarian(s): All shifts: days, evenings, weekends, FT, PT, MLS or equivalent required, undergraduate music majors preferred. Excellent research and writing skills.

Deadline: Screening begins immediately and continues until all posts are filled.

Application: To apply submit letter of application, curriculum vitae, and a minimum of three professional references to:

Five Towns College
Academic Search Committee
305 North Service Road
Dix Hills, NY 11746-5871

Five Towns College is an equal opportunity employer.

Music Library Internship at National Public Radio

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

The NPR Music Library provides production and reference services for NPR programs and staff and is involved with music use for NPR's daily broadcast shows, on-air promotion campaigns and special projects.

Qualifications / Requirements: After learning a database, interns will index music CDs into NPR's music collection. Opportunities to assist with collection maintenance and music reference will be available. Candidates should be computer literate, have knowledge and/or interest in music (any type), detail oriented and able to work flexible hours. Candidate must be a library school student interested in a career in music libraries or sound cataloging.

Deadline: For the fall program, applications are due by July 15.

Application: Candidates must complete an application form (you'll need the free Adobe Acrobat Reader to view and print this file) submit it with a cover letter and resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.
Mail or fax applications to:

National Public Radio
Human Resources Department
635 Massachusetts Avenue, NW
Washington, DC 20001
Fax - (202) 513-3047
Please direct your questions and concerns to internship@npr.org.

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Librarian at Grand Rapids Symphony

General Information: The Grand Rapids Symphony serves Grand Rapids, Michigan through its 42-week season. Programs include Classics, Casual Classics, Pops, SymphonicBoom, Picnic Pops, Family, Lollipops and other educational concerts. Additionally, the GRS is contracted by Opera Grand Rapids to perform a set of 3 operas annually and it performs regularly for the Grand Rapids Ballet Company.

Qualifications / Requirements: The Librarian will be a resourceful team player with problem solving ability who will work with members of the production department, staff conductors, guest conductors, orchestra musicians and others to coordinate all aspects of music provisioning for the Symphony. Undergraduate degree in Music required, major or minor. Deep appreciation and knowledge of orchestral repertoire. Prior orchestral library experience with knowledge of current standards in library science. Highly organized with strong attention to detail and accurate work performance. Willingness to work within an organizational philosophy that stresses the importance of open communication, teamwork and desire to meet the rising expectations of others while elevating coworkers to same. Demonstrated written and verbal communication skills desirable.

Should possess a working knowledge of the music publishing, music rental business and of U.S. copyright laws. Ability to read and write music in multiple clefs for both transposing and non-transposing instruments. Clear understanding of string markings, Must, at times, transport music via own car or by music cart to and from services and be able to lift packages up to 50 pounds. Working knowledge of music publishing software a plus. Computer literate including working knowledge of database software.

Duties:

- Work collaboratively with others to coordinate all aspects of music provision, preparation and distribution for the Orchestra and for other instrumental ensembles with which the Symphony presents or collaborates
- Obtain printed music for the GR Symphony, assemble it in Orchestra folders. Distribute and collect folders, or oversee same, at concerts and rehearsals. Return music and scores to library or publisher.
- Catalog library; maintain accurate inventory; assure adequate library security. Recommend and implement computer catalog solutions for the GRS library. Provide instrumentation information to staff and conductors
- Obtain printed music for the GR Symphony Chorus and for other choruses with which the Symphony presents or collaborates
- Work with General Manager to develop library budget: research music availability; recommend cost effective solutions for purchase or rental of materials; continually seek least cost, high value approaches to problem solving.
- Maintain publisher contacts and catalogs
• Receive and track incoming material; pack and ship outgoing material; maintain records of these activities
• Ensure that only finished, marked, professionally prepared parts are distributed, replace worn out music if necessary. Mark string parts with bowings provided by the Music Director and/or string principals; copy and reproduce parts, inserts, and bowing masters. Maintain library of string principal parts of previously bowed rental parts to preserve bowings.
• Oversee library assistant(s) who will also mark string parts with bowings and assist in music collection
• Distributes orchestra information prepared by operations personnel.
• Track loaned music to conductors and for study; report lost or damaged music.
• Contribute to a professional working environment in the orchestra.
• Undergird effective working relationships between staff and musicians; respond to the needs of conductors while maintaining particular sensitivity to the needs of musicians.

Salary, Rank & Benefits: Full time employment. In any given week, hours may rise and fall somewhat based on the Symphony’s rehearsal and concert schedule. This job will include concert and rehearsal duty with evening and weekend hours. Salary is equivalent to full-time section salary for musicians of the Orchestra. Benefits commensurate with experience. Includes health insurance, dental and participation in a 401k retirement plan.

Deadline: July 15, 2006
Application: Send cover letter, resume and 3 references by mail, fax or email to

Daniel Jonkman
Vice President for Finance and Human Resources
Grand Rapids Symphony
300 Ottawa Ave. NW, Suite 100
Grand Rapids, MI 49503

phone: 616-454-9451
fax: 616-454-7477

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Head, Arts and Special Collections at Carnegie Mellon University
General Information: Carnegie Mellon University Libraries seeks an enthusiastic and innovative leader for the Arts and Special Collections department. The department supports and facilitates faculty and student teaching, learning, and research in the arts by offering services, collections, instruction, and outreach targeted to Carnegie Mellon’s College of Fine Arts, which includes the Schools of Architecture, Art, Design, Drama, and Music. Arts and Special Collections provides and creates digital services and collections for this community. The department also includes five special collections units (Fine and Rare Book Room, Posner Memorial Collection, Architecture Archives, Audio Collection, and Visual Resources Collection) in two facilities (Hunt Library and the Posner Center).

Responsibilities: The head is responsible for the management of the department including staffing, services, collections, and facilities. The head oversees the University Libraries' Arts Reference Desk and other service points. The head supervises a team of four faculty liaison librarians/archivists and four staff members. The head is responsible for developing departmental strategic plans in coordination with
the University Libraries’ strategic plan through collaboration with members of the department and other Libraries department heads. The head maintains and promotes interdepartmental communication and participates in library governance.

Qualifications / Requirements:  Required Qualifications:
- ALA-accredited MLS or ALA-recognized international equivalent or appropriate advanced degree.
- Degree in the visual or performing arts, or five or more years of arts or academic library reference experience.
- Demonstrated knowledge of print and electronic information resources and information technologies.
- Strong public service orientation.
- Demonstrated experience in creating or managing digital projects.
- Ability to lead and to collaborate as part of a team.
- Outstanding written, oral, and interpersonal communication skills.
- Supervisory experience.
- Potential to meet the university’s requirements for promotion and continuing appointment (http://www.cmu.edu/policies/documents/Librarian.html)

Desirable Qualifications:
- Demonstrated experience with managing arts facilities, special collections, or archives.
- Advanced degree in the visual or performing arts, or management.
- Proven skills in traditional and digital reference, instruction, and computing.

Salary, Rank & Benefits: This position is part of the Librarian/Archivist track of the university faculty. Attainment of promotion and continuing appointment is dependent on job performance, research, scholarly or artistic activity, and service. Initial appointment will be commensurate with the candidate's experience and professional achievement.

Salary negotiable from $40,000 minimum depending on qualifications and experience. Comprehensive benefits package.

Deadline: Applications received by June 30, 2006 will receive first consideration. Position begins around October 1, 2006.

Application: Employment eligibility verification and background check required before hire. Members of historically underrepresented groups in librarianship (African Americans, Asian Americans, Hispanic Americans and Native Americans) are strongly encouraged to apply.

Send application letter referencing job HL4-06, resume, and names and contact information for three references to:

Executive Assistant
Hunt Library
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Associate Librarian at National Symphony Orchestra
Responsibilities: The Associate Librarian reports to the Librarian and helps to supervise the Assistant Librarian and part-time volunteer. The Associate provides an organized and thorough source for all music needed by the Symphony at any time; provides bowings, edits, transpositions, and proofreads materials for all NSO services. The Associate maintains the OPAS library files and any hard copy files, and acts as a Center-wide reference for any music-related questions.
Qualifications / Requirements: The Associate Librarian must have a degree in music performance and/or music education. Performance experience with instrumental ensembles is essential. Two or more years of prior orchestra library experience are required. This position requires a thorough knowledge of music performance practice, music publishing, music literature and history, composition and theory, manuscripting, foreign language terms (French, German, and Italian), copyright law, and research skills. Familiarity with OPAS, Excel, Microsoft Office Suite, and Finale software desired.

The Associate Librarian must be able to work well under pressure and be able to make quick decisions concerning the availability of music and the feasibility of requests. The Associate Librarian must have superb interpersonal skills for dealing with the conductor, musicians, NSO staff and Concert Hall personnel on a daily basis.
Deadline: June 19, 2006

Application: Apply on-line, www.kennedy-center.org, with cover letter indicating job title, current resume, and salary requirements. Due to volume, telephone inquiries cannot be accepted. Qualified minorities and people with disabilities are encouraged to apply. EOE.

Assistant Librarian at National Symphony Orchestra
Responsibilities: The Assistant Librarian is responsible for all duties assigned by the staff librarians. These duties will include, but not be limited to, music preparation and bowings, proofreading, and folder compilation and breakdown. Very occasional concert duty may be required. This position will be limited to 20 hours per week between September 1 and May 15, but may increase up to 35 hours between May 15 and August 10.

Qualifications / Requirements: Musical performance background required, classical experience preferred. Knowledge of basic music history, theory, and foreign music terminology required. Must have strong interpersonal, communication and organizational skills. Candidate should be flexible, detail-oriented, and have knowledge of Microsoft Office suite.
Salary: $15.00 per hour
Deadline: June 16, 2006
Music Cataloger at UCLA

Description of Library Unit: The UCLA Library Cataloging & Metadata Center is the largest of the cataloging centers in the UCLA Library system. It is primarily responsible for cataloging and preparing annually more than 90,000 titles (monographs, serials, and integrating resources) in various formats and languages. The Center serves the cataloging needs of the Arts, Biomedical, College, Management, Music, Science & Engineering, and Young Research Libraries, as well as of six small collections on campus. The Center’s 15 FTE librarians and 29 FTE staff are organized into seven sections: Authority/Database Maintenance, Continuing Resources Cataloging, Digital Resources Metadata, Monographic Cataloging, Copy Cataloging, Physical Processing, and Training & Documentation. The Center is a member of the Program for Cooperative Cataloging and contributes to BIBCO, CONSER, NACO, and SACO.

Within the Center, the Monographic Cataloging Section is responsible for original and complex copy cataloging of monographic titles in print, microform, and electronic formats for all Roman and non-Roman alphabet languages, excluding Chinese, Japanese, and Korean language materials. Cataloging is done in accordance with AACR2r, LCRI, LCSH, and the Library of Congress classification schedules. The section consists of 9.5 FTE librarians including the head.

The Music Library serves primarily the faculty and students of the Departments of Ethnomusicology, Music, and Musicology and is the central facility for music research at UCLA. It is open to University of California students, faculty, and staff, and to the community-at-large. The collection contains over 180,000 volumes of books, scores, and periodicals, 25,000 microforms, over 60,000 disk sound recordings. It incorporates the Performing Arts Library Special Collections division containing a large collection of antiquarian and rare book and score editions and over 120 archival collections of primary music research materials including a number of film and television music collections. The Performing Arts Special Collections also incorporates the Archive of Popular American Music, which contains almost 450,000 pieces of sheet music, anthologies, and arrangements for band and orchestra and 60,000 sound recordings on disk, tape, and cylinder.

Position Duties: Within the Monographic Cataloging Section, the incumbent is responsible for the following duties:

- Contribute records to the national bibliographic database (OCLC) for distribution to the local integrated library system and to the UC system-wide catalog (Melvyl®), using MARC 21 formats, AACR2r, LCRI, LCSH, and Library of Congress Classification schedules.
- Provide original cataloging for music materials in a variety of formats, including special collections materials and electronic resources.
- Catalog in additional assigned subject and language areas based on departmental needs.
- Perform name, series, and subject authority work, and contribute name and series authority records to the national authority files.
- Respond to requests for metadata advice, in support of UCLA digital library projects.
- Potentially serve 2-3 hours per week on the reference desk at the Music Library.

Qualifications / Requirements: Required Qualifications:

Application: Apply on-line, www.kennedy-center.org, with cover letter indicating job title, current resume, and salary requirements. Due to volume, telephone inquiries cannot be accepted. Qualified minorities and people with disabilities are encouraged to apply. EOE.
• Master's Degree in Library or Information Science OR significant graduate-level coursework toward a Master's Degree in Library or Information Science OR equivalent education and experience (subject expertise combined with professional library education and/or experience).
• Subject expertise and/or coursework in a music-related field.
• Ability to work with a variety of Western European languages for bibliographic description.
• Knowledge of national standards, in particular, use of the Anglo-American Cataloguing Rules (AACR2r), Library of Congress Subject Headings (LCSH) and classification, MARC 21 formats for bibliographic and authority data.
• Familiarity with the principles of authority control.
• Knowledge of trends in automation as they relate to cataloging.
• Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications.
• Commitment to professional issues, demonstrated through strong interest in local or national committee work, research, publication, etc., in cataloging or in a subject expertise.
• Ability to respond effectively to changing needs and priorities, including a flexible approach to working in a rapidly changing environment.
• Ability to work effectively in a production-oriented environment and to develop and adjust workflow to service needs.
• Strong service orientation.
• Excellent analytical, interpersonal, and communication skills.
• Ability to work effectively in a team-based environment.
• Demonstrated ability to work with staff, students, and faculty of culturally diverse backgrounds.

Preferred Qualifications:
• Experience in cataloging monographic materials through a cataloging utility, such as OCLC or RLIN, in an integrated library system environment.
• Familiarity with the Library of Congress Program on Cooperative Cataloging (PCC) and experience in creating or contributing BIBCO and NACO records.
• Knowledge of non-MARC descriptive metadata standards such as Dublin Core.
• Experience in the use of electronic cataloging support tools such as Classification Web and Cataloger’s Desktop.
• Experience with music-related authority control.

Salary & Rank: Salary and appointment level based on experience and qualifications.

Assistant Librarian Rank ($37,920 - $42,996)
Associate Librarian Rank ($42,996 - $64,164)
Librarian Rank ($64,164 - $82,416)

General Information: Professional librarians at UCLA are academic appointees. They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance provided.

Appointees to the librarian series at UCLA shall have professional backgrounds which demonstrate a high degree of creativity, teamwork, and flexibility. Such background will normally include a professional degree from an accredited library and information science graduate program. Professional contributions
beyond the primary job, e.g., publications, active participation in University and professional organizations, and other research and creative activity, are required for advancement within the Librarian series. Candidates must show evidence or promise of such contribution.

Deadline: Candidates applying by July 14, 2006 will be given first consideration.

Application: Anyone wishing to be considered for this position should apply to

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

Applications should include:
• a cover letter describing qualifications and experience;
• a current resume/vita detailing education and relevant experience;
• the names and addresses for at least 3 professional references knowledgeable about applicant’s qualifications.

UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

Head, School of Film and Digital Media Library at University of Central Florida

General Information: The School of Film and Digital Media, part of the UCF College of Arts and Humanities, provides bachelors in digital media and film and masters programs in entrepreneurial digital cinema (MFA), visual language (MFA) and interactive entertainment (MS). A Ph.D. program is planned. The curriculum focuses on digital technology, story and performance, digital production and entertainment, serious games, internet issues and the development of digital media presentations via various electronic capabilities. Starting in Fall, 2005 the school began working with Electronic Arts, a leading publisher of interactive entertainment software, to offer the Florida Interactive Entertainment Academy (FIEA), a graduate level state of the art training facility for prospective game originators and designers. The School, currently housed in four locations, is in a process of consolidating operations into its Downtown Orlando Expo Center complex, located 13 miles from the main campus and adjacent to the city's primary indoor performing arts and events venues. Currently under construction with an expected completion date of Fall, 2006 the 2,300 square foot library will serve students and faculty at the downtown campus. Downtown enrollment is projected to reach 1,500 by 2008. For more information about the School see http://www.sfdm.ucf.edu/. The University of Central Florida is a metropolitan research university enrolling over 45,000 students. The main UCF library and branches have a collection of 1.6 million volumes, subscription base of 16,000 serials, and serve as a partial depository for government documents and patents. The total library materials budget is $5.4 million. Full-time staff of 124 FTE includes 47 faculty. For more information about UCF libraries see http://library.ucf.edu/.
Responsibilities: The Head, School of Film and Digital Media Library directs, develops and administers a newly formed library to support the school’s students, faculty and collaborative partners. The library is projected to open Fall, 2006. Working under the support of UCF Libraries’ senior management, immediate responsibilities will include hiring of staff, coordination of move to the new facility and other start-up operations. Ongoing responsibilities include program design and planning; information resources development; public service; instruction; supervision of one full time staff person and student assistants; liaison with SFDM faculty and staff; and coordination with library acquisitions, cataloging and circulation units. Incumbent serves as a department head and member of the UCF Libraries’ planning and policy-making team. Reports to the associate library director for administrative services.

Qualifications / Requirements: Required: Master’s degree from an American Library Association accredited institution. At least two years post MLS library experience. Preferred: Academic library experience; highly developed ability to work with teaching faculty and students in a collaborative, team environment; keen understanding of millennial students’ information seeking habits and needs; experience with innovative service design and delivery; excellent problem solving skills; ability to act and make decisions independently; familiarity with and ability to integrate leading edge technologies; knowledge of any of the following subject areas: art, film, animation, theater, music, digital media, computer science; familiarity with Windows and Apple desktop environments and hardware and software for production, editing and storage of images and sound; knowledge of CONTENTdm, Greenstone, D-Space, Fedora, DigiTool or other content management systems; experience in a branch or special library setting; supervisory experience; excellent oral and written communication skills, human relations skills; and the ability to work with diverse groups. An ongoing commitment to professional activities is desirable.

Salary, Rank & Benefits: Commensurate with experience and qualifications. This is a full-time, non-tenure track faculty position with generous insurance benefits and employer-funded retirement options, 22 paid annual days, 13 sick days, and 9 holidays.

Deadline: Review of applications will begin immediately and continue until position is filled. Expected hiring date is late summer/early fall, 2006.

Application: Submit electronically an application letter, resume, and names of at least three professional references to Cynthia Kisby, Personnel Librarian, University of Central Florida Library; e-mail: ckisby@mail.ucf.edu. Finalists will be asked to give a brief presentation during the on-campus interview. UCF is an Equal Opportunity, Affirmative Action employer. Searches are conducted in accordance with the state of Florida open-record regulations.

Coordinator of Audio-Visual Resources at Franklin & Marshall College
Responsibilities: Full-time, year-round position responsible for proactively supporting the management, distribution, and utilization of audio-visual instructional resources at the College. The CAVR will be responsible for collaborating and consulting with faculty and students to assist in identifying appropriate audio-visual resources to support educational objectives; provide consultation and recommendations to management related to advancements and innovations with audio and video hardware, content distribution systems, learning space design, etc.; research audio visual presentation technologies and media center management applications and solutions; manage the daily operations of the College’s non-print instructional media collection; provide support for instructional audio visual distribution services;
maintain the hardware and software associated with the Media Center and associated services; and train and supervise student employees.

The CAVR will be expected to regularly interact with faculty and students to assist in identifying and obtaining appropriate audio-visual resources to support classroom instruction, and instruct faculty and students in the use of such resources.

Qualifications / Requirements: Minimum qualifications include a Bachelor's degree in Educational/Instructional Technology, Library Media Specialist, or a related field - a Master's degree is preferred; at least three years of related professional experience; excellent interpersonal and customer service skills; the proven ability to proactively identify opportunities for improvement and implement action plans; and the ability and willingness to keep skills and knowledge current in a rapidly changing field.

Deadline: Review of application materials will begin immediately.

Application: Qualified applicants are asked to submit: 1) cover letter which references this position; 2) one copy of their resume; 3) contact information for three professional references; 4) official, original (no copies please) college transcripts; and 5) salary requirements. All resumes/application materials must be submitted directly to Human Resources via one of the following methods: mail - Human Resources, Franklin & Marshall College, P.O. Box 3003, Lancaster, PA 17604-3003, or fax - (717) 291-3969.

Music Librarian for Audio and Digital Services at University of North Texas
General Information:
The University of North Texas Music Library, the largest music library in the Southwest, was founded in 1941 by Wilfred C. Bain and Anna Harriet Heyer. It is a major research library serving the university's College of Music and providing extensive resources, including a number of special collections, for musical scholars. It is located on the fourth floor of the A.M. Willis Jr. Library; there are service points at the Music Desk and the Audio Center.

The general collection contains over 270,000 volumes of musical scores, books about music, periodicals, and microforms; electronic resources; and approximately 500,000 sound recordings in various formats ranging from Edison cylinders to digital recordings.

Summary of Position:
The Music Librarian for Audio and Digital Services is responsible for overseeing the audio and digital project activities for the Music Library. Audio responsibilities include supervision of the Audio Center and Sound Preservation Lab activities, including planning, equipment maintenance and repair, reserves, selection of recordings, cataloging as needed, and reference. Digital project responsibilities include identifying potential projects, project planning/design, and acting as the liaison to the Libraries’ Digital Projects Unit and the Multi-Media Development Lab.

The Music Librarian for Audio and Digital Services serves on library and university committees and is active in professional organizations. General responsibilities also include training and supervision of student assistants and graduate library assistants, staffing service desks as needed, and making preservation recommendations for print and audio collections.
Specific Position Responsibilities:
• Supervises daily operations in the Audio Center
• Trains and supervises graduate library assistants and student assistants working in Audio Center and in the Sound Preservation Lab
• Oversees circulation policies and practices for the Audio Center
• Maintains audio reserves
• Maintains Audio Center stacks
• Repairs audio equipment as necessary
• Assists in collection development of audio materials
• Prepares and submits equipment requests for the department
• Works with Multi-Media Development Lab to design department web pages and updates department web pages
• Plans/designs Music Library digitization projects in collaboration with the Digital Projects Unit
• Works with the unit head to establish unit priorities
• Plans and oversees preservation efforts for print and audio collections, including the creation of finding aids

Qualifications / Requirements:
Required
• MLS or equivalent degree from an ALA accredited program
• Two to three years of progressively responsible library experience
• Supervisory experience
• Web design experience, including familiarity with web-design and graphic software tools
• Knowledge of recording techniques, history, and preservation
• Familiarity with copyright law and licensing issues as they pertain to sound recordings
• Demonstrated commitment to customer service
• Excellent written and oral communication skills
Desired
• Advanced degree in music, preferably in musicology or theory
• Foreign language knowledge, preferably German
• Grant-writing experience
• Knowledge of current cataloging practices and standards
• Familiarity with Dublin Core standards
• Experience with Encoded Archival Description finding aids
• Experience with preservation of print resources
• Knowledge of current popular music

Salary: Salary is commensurate with experience.

Deadline: Position available immediately. Applications will be reviewed until position is filled.

Application: To apply, please submit a letter of application, vita, and names, addresses (e-mail address helpful if available), and phone numbers of at least three professional references to

Morris Martin
Chair, Music Librarian for Audio and Digital Services
c/o UNT Libraries Administrative Offices
Chief Librarian, Circulating Collections at New York Public Library

General Information: The Circulating Collections of The New York Public Library for the Performing Arts are a unique resource, providing hands-on access to an extraordinary array of materials. The largest public, circulating performing arts collections in the world, the Library for the Performing Arts meets the needs of people of all ages who want to learn more about the performing arts. From its open stacks, which allow readers to browse and discover materials, to its knowledgeable and friendly staff who offer guidance and information, to its user-friendly layout, the Library serves everyone with an interest in music, theatre, dance, film, and other popular entertainments.

Responsibilities: Under the general direction of the Executive Director of The New York Public Library for the Performing Arts, coordinates and administers the circulating performing arts library collection. Formulates and implements long-term and immediate policies affecting services, facilities, and automated methods of materials and information delivery. Prepares and monitors city monies and special funds. Strategizes for all levels of staffing in the division, including identification and implementation of staff development opportunities. Recruits and selects staff at all levels. Oversees all space planning, and implementation of new service patterns for the division. Works closely with the community through interaction with elected officials and representation of NYPL at community board meetings. Represents the Circulating Collections through public presentations, talks, and tours. Serves as liaison between Branch and Research Libraries of The New York Public Library. Participates in committees and task forces in both Branch and Research Libraries, including Branch Coordinator’s Management Council, Central Libraries Planning Group, and Research Libraries meetings. Performs related duties as required.

Qualifications / Requirements: ALA-accredited Masters degree in Library and Information Studies. Undergraduate degree in music or theater, or significant professional experience preferred. Significant experience in library management, including substantial successfully demonstrated managerial, supervisory, and administrative experience. Extensive experience working with performing arts materials in a large public library, including collection development and public service. Demonstrated in-depth knowledge of music, dance, theater, or film. Excellent interpersonal and oral and written communication skills. Excellent analytical, organizational, problem-solving, budgetary, and diplomatic skills, including the ability to work successfully with staff and public at all levels. Sound judgment and decision making skills.

Deadline: Open until filled.

Application: To apply, please send cover letter and resume to lsresumes@nypl.org. Refer to job code: LL-CMY. Only candidates selected for further consideration will be contacted. Equal Opportunity Employer.
Ethnomusicology Archive Librarian at UCLA

Description of Institution and Library: One of ten University of California (UC) campuses, UCLA is located in Westwood Village, approximately five miles from the Pacific Ocean near Santa Monica. The 419-acre campus features 174 buildings, including the Center for Health Sciences. UCLA has more than 6,000 faculty and academic staff and approximately 25,000 employees. Founded in 1919, UCLA offers 118 undergraduate degree programs and 200 graduate programs and has more than 27,500 undergraduates and 12,800 graduate students. Academic excellence, faculty distinction, and a comprehensive curriculum are hallmarks of UCLA, which is a member of the Association of American Universities. Among the faculty are five Nobel Laureates, nine National Medal of Science winners, six MacArthur Foundation Fellows, and 52 Guggenheim Fellows. Thirty-one of UCLA’s academic programs are ranked in the top 20 in their field - third best in the nation. UCLA is California’s largest university and is a model for public institutions of higher education. As the tenth largest employer in the region, UCLA generates almost $9 in economic activity for every $1 state taxpayers invest in UCLA and generates an annual $6 billion economic impact on the greater Los Angeles region.

Ranked among the top five academic research libraries in North America, the UCLA Library is comprised of 8 major libraries and 13 library wide departments, and the Southern Regional Library Facility, the remote storage facility for the southern UC campuses, all of which report to the University Librarian. In addition, there are 12 affiliated library units. There are approximately 125 FTE librarians on the campus, and the UCLA Library has a staff of approximately 350 FTE and approximately 600 - 700 student employees. Library holdings encompass more than eight million volumes and more than 78,000 current serial titles and an aggressively expanding electronic resources collection. The UCLA Library is part of the UC California Digital Library (CDL) and participates in consortial purchasing for electronic resources and in system wide collaborative projects. The UCLA Library is a member of the Association of Research Libraries, the Coalition of Networked Information, the Center for Research Libraries, the Council of Library and Information Resources, International Federation of Library Associations and Institutions, and the Scholarly Publishing and Academic Resources Coalition.

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

Responsibilities: The Ethnomusicology Archive Librarian is one of two librarians in the Archive. Both librarians report directly to the faculty Director of the Ethnomusicology Archive. The individual selected will be responsible for duties in the following areas:

Digital Initiatives: Designs and implements Archive digitization projects. Digitizes sound recordings, audiovisual recordings, paper documents, and photographs, using a variety of digitization hardware and software (e.g. soundcards, scanners, ProTools, and Photoshop). Plans, constructs, and maintains online finding aids and websites with audiovisual components. When necessary, enters descriptive, structural, and technical metadata into electronic finding aids. Maintains working knowledge of the significance and structure of metadata schemata, thesauri, finding aids, and mark-up languages (e.g. Dublin Core,
the Ethnographic Thesaurus, EAD, HTML, and SGML). Works with collectors of field recordings in processing deposits, digitizing recordings, and making their collections accessible.

Development: Proactively researches and identifies potential grants and other funding sources for the Archive. Writes, assembles, and submits grant applications that further the Archive's goals. Monitors grants that have been awarded to the Archive ensuring compliance with timelines for expenditures and fulfillment of all other requirements. Proactively solicits the deposit of new collections into the Archive and acquires permissions, contracts, deeds of gift, and information from collectors about the cultural, historical, and technical nature of collections.

Reference: Meets with patrons, analyzes questions, suggests search strategies, and evaluates resources from the general, special and/or reference collections regardless of format. Responds to reference inquires by telephone and written communication and assists students, faculty, visiting researchers, and the public in the use of Archive collections. Offers information literacy sessions for both undergraduate and graduate students.

Outreach: Conceptualizes and participates in unique outreach initiatives, such as radio broadcasts, live performances, and community partnerships. Serves as the editor of the Archive's quarterly newsletter, which involves writing and soliciting articles as well as posting the newsletter on the Archive's website. Makes original audio and audiovisual recordings for deposit into the Archive. Works with patrons and collectors in repatriating copies of unique sounds recordings to pertinent individuals.

Professional Development: Stays informed of developments in audiovisual recording technology, archival studies, copyright policy, preservation and development, and professional ethics, applying those findings to the care and promotion of the Archive's collections. Thinks and acts creatively to improve all aspects of the Archive's operations.

Qualifications / Requirements:

Required Qualifications
- ALA-accredited Master's Degree in Library or Information Science.
- Knowledge of digital library technologies, standards, issues, and trends.
- Experience with HTML, Flash, and/or similar website development tools and web design techniques.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications and ability to use hardware/software for reference, research, and instruction.
- Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Successful fundraising/or grants experience. Ability to generate creative ideas for fundraising.
- Excellent organizational, time, and project management skills and ability to organize work and set priorities.
- Excellent oral and written communication skills and interpersonal skills.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
- Commitment to fostering a diverse educational environment and workplace and ability to work with a diverse student and faculty population.
• Capacity to thrive in the exciting, ambiguous, future-oriented environment of a world-class research institution and to respond effectively to changing needs and priorities.
• Commitment to professional issues, demonstrated through strong interest in local or national committee work, research, publication, etc., in cataloging or in a subject expertise.

Desired Qualifications
• Academic training in ethnomusicology or related discipline.
• Ability to read and analyze music.
• Graduate-level courses in archival studies.
• Knowledge of Dublin Core, LCSH, the Ethnographic Thesaurus, EAD, HTML, and SGML.
• Participation in relevant archival, information technology, and ethnomusicological professional organizations and associations at the regional, national, and international levels.

General Information: Professional librarians at UC are academic appointees and are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. UC has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance is provided.

Appointees to the librarian series at UC shall have professional backgrounds that demonstrate a high degree of creativity, teamwork, and flexibility. Such background will normally include a professional degree from an ALA-accredited library and information science graduate program. In addition to professional competence and quality of service within the library in the primary job, advancement in the librarian series requires professional involvement and contributions outside of the library, university and community service, and scholarly activities. Candidates must show evidence or promise of such contributions.

Salary & Rank: Salary and appointment level based on experience and qualifications:

Assistant Librarian Rank ($39,000 - $43,860)
Associate Librarian Rank ($43,860 - $65,448)
Librarian Rank ($65,448 - $84,060)

Deadline: Candidates applying by August 30, 2006 will be given first consideration. The position will remain open until filled.

Application: Anyone wishing to be considered for this position should apply to

Pat Hawthorne
Director of Library Human Resources
UCLA Library
Library Human Resources
11617 Charles E. Young Research Library
Box 951575
Los Angeles, CA, 90095-1575

E-mail applications are encouraged and can be sent to jobs-hr@library.ucla.edu. Applications should include:
a cover letter describing qualifications and experience;
a current resume/vita detailing education and relevant experience;
the names and addresses for at least three professional references, including a current or previous supervisor.

UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

UCLA is an Equal Opportunity/Affirmative Action/ADA-compliant employer. Under federal law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment is contingent upon completion of satisfactory background investigation.

Visit the UCLA Library Employment Opportunities Web site at http://www2.library.ucla.edu/about/employment.cfm.

Music Librarian at Oklahoma City University

Teaching, Scholarship, and Service Requirements: The purpose of the position is to provide library service with a focus on the performing arts. The music librarian will supervise the music library and teach Music Research and Writing in the state of the art Wanda L. Bass Music Center. In addition, the music librarian will provide services for the Dulaney-Browne Library through reference, instruction, and faculty liaison. As a member of the university faculty, the music librarian is governed by the Oklahoma City University Faculty Handbook and must demonstrate continuing professional growth through participation in professional organizations, continuing education, and scholarship.

Responsibilities: Major responsibilities include:
* Setting up and overseeing the operation of the new music library;

* Managing the student workforce for the music library;

* Teaching Music Research and Writing;

* Participating in general reference and instruction services in the Dulaney-Browne Library (including some night and weekend hours);

* Acting as liaison between the Dulaney-Browne Library and academic disciplines in the performing arts (music, dance, and theater);

* Participating in faculty governance through membership on the Library Faculty Council

Promotion and Tenure: This position will be filled as a one-year visiting non-tenure track position, with the potential of upgrade to tenure track after the first year.

Qualifications: Required:
Master of Library Science from a library or information science program accredited by the American Library Association;
Masters degree in music; and

Excellent personal communication skills.

Preferred:

Previous experience in an academic/music library;

Teaching experience;

Evidence of successful college-level teaching experience preferred; and

Familiarity with OCLC.

General Information: The Dulaney-Browne Library facilitates the pursuit of knowledge, develops information literacy, and supports the academic, intellectual, and spiritual research needs of the university and broader community by providing information resources and instruction in their use for the university and broader community. The library provides all non-law library materials and services for Oklahoma City University’s graduate and undergraduate programs. The library has more than 166,500 books, approximately 800 current journal subscriptions and many online database subscriptions. The library provides resources and services by cooperating with other libraries, purchasing books and other materials representing a broad range of views, participating in the United States Federal Depository Program, providing specialized leased information sources available through the Internet, providing preservation and access to various archival and special collections, maintaining a Foundation Center Cooperating Collection, and providing space and programming for interdisciplinary activities related to information use including PCs, group study rooms and wireless access.

Wanda L. Bass School of Music:

The Wanda L. Bass School of Music, an all-Steinway school, is a fully accredited institutional member of NASM with twenty-two full-time and twenty-seven adjunct faculty members, 300 undergraduate and 50 graduate students. The School of Music provides a wide range of opportunities for music and intellectual growth with degrees offered at the bachelor and master levels. The Bass School of Music is part of the Margaret E. Petree College of Performing Arts, one of six colleges/schools within the university.

Opening for classes in August of 2006 is the 113,000 sq. ft. Bass Music Center. The Bass School of Music will occupy more than 200,000 sq. ft. of teaching and performance space. In 2001, the School received a gift of 105 Steinway pianos—the largest single purchase of Steinway pianos in the 150 year history of the company. This brings the Bass School of Music's inventory to 135 Steinway pianos.

Visit the Bass School's web site at: http://www.okcu.edu/music/index.asp

The University:

Founded in the 1904, Oklahoma City University is an independent university affiliated with the United Methodist Church. The university is characterized by an intellectually challenging and vibrant student-centered learning community committed to preparing students to become effective leaders in service to others. With an enrollment of approximately 3600 students and low faculty-student ratio of 1:14, classes are small and students have many opportunities for close associations with faculty and staff in
the classroom and beyond. Faculty and students are partners in a learning process that focuses on creating effective communicators who respect diversity, possess critical thinking skills and cultural and aesthetic awareness, and are prepared to be responsible and ethical leaders in their communities.

Oklahoma City University is ranked by U.S. News in the top tier of master’s level universities in the 2006 edition of "America's Best Colleges." Additional information about the university may be found at www.okcu.edu.

Employee Benefits and Salary: The position includes an excellent benefit package including: tuition remission for spouses and children pursuing a degree at Oklahoma City University and over 500 other participating private institutions, health insurance, long term disability, life insurance, family membership to wellness center, TIAA-CREF retirement plan. A brief synopsis of the faculty benefit package may be viewed on the www.okcu.edu/hr website.

Salary is commensurate with experience and qualifications.
Deadline: Review of applications begins July 17, 2006 and will continue until the position is filled.
Start Date: August 14, 2006

Application: Send letter of application or nomination, current curriculum vita, transcripts (unofficial copies accepted at this stage), and names and contact information of three professional references, and a statement about your philosophy of teaching and the role of faculty scholarship or creative endeavors at a liberal arts institution to:

Human Resources, Faculty Search
Oklahoma City University
2501 N. Blackwelder
Oklahoma City, OK 73106

or apply online at http://jobs.okcu.edu/

Please direct any questions about the position or search to:

Christina Wolf
Associate Professor of Library Science - Archivist/Special Collections Librarian
cwolf@okcu.edu

Oklahoma City University, in compliance with federal laws and regulations, does not discriminate on the basis of race, sexual orientation, color, national origin, sex, age, religion, disability or status as a veteran in any of its educational programs, activities, policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. The university also expects vendors who provide employment opportunities related to the university to observe these policies and practices.

Orchestra Librarian at Wheeling Symphony Orchestra
General Information: Founded in 1929, the Wheeling Symphony is the second oldest cultural institution in the state. Music Director / Conductor André Raphel Smith in his fourth acclaimed season. There is a subscription series of five Masterworks and three Pops concerts including Symphony on Ice, a Fourth of
July Tour and Music Under the Stars held Labor Day weekend. Each Spring, there is a Young People’s Concert tour held in various locations throughout the Mountain State. Currently sustaining an Artist-in-Residence program for at-risk youth, a tuition-free youth orchestra comprised of 60 members and two Partner-in-Education schools, the $1.2 million balanced budget is overseen by a 36-member Board of Directors. A year-round staff provides administration, operations, marketing, and developmental support.

Location: Wheeling, Ohio County, West Virginia, 60 miles SE of Pittsburgh, PA.

Responsibilities: The Orchestra Librarian is responsible for providing and organizing all music needed for orchestral performances and maintaining the orchestra’s library of parts and scores. Duties include music acquisition and preparation for all masterworks, pops and education programs and auditions, as well as, supervising research and cataloguing, concert and rehearsal duties, and library maintenance.

Qualifications / Requirements: Candidate should possess:

- basic knowledge of music theory, history, and terminology;
- basic knowledge of orchestral repertoire;
- general knowledge of pops repertoire;
- strong organizational skills and close attention to detail;
- the ability to work independently and as part of a team, and must be comfortable working closely with musicians, staff, guest conductors, guest artists and the Music Director.
- A musical performance background and prior music library experience is preferred.

Salary & Benefits: Part-time employment. Payment is based on principal scale for 53 services. Hours will fluctuate week to week, depending on the Symphony’s schedule. Travel allowance is handled separately, as well as materials sent from librarian’s home base.

Deadline: August 8, 2006

Application: Susan C. Hogan, Executive Director

Apply to Email: shogan@wheelingsymphony.org
Phone: 304.232.6191
Fax: 304.232.6192
Web Address: www.wheelingsymphony.org

Interested candidates should send a cover letter and resume to the email address listed above. Also include at least two relevant references who may elaborate on your library experience and or musical knowledge. Please feel free to call the Executive Director to discuss specifics.
Currently, the orchestra produces a masterworks series, a chamber orchestra series, and a pops series in addition to numerous educational and other non-series programs.

Responsibilities: The Orchestra Librarian provides an organized and thorough source for all music needed by the Symphony at any time; provides bowings, edits, transpositions, and proofreads materials for all CSO services. The Librarian maintains the inventory records and acts as a company-wide reference for any music-related questions.

Qualifications / Requirements: The Orchestra Librarian must have a degree in music performance and/or music education. Performance experience with a symphony orchestra is essential. Two or more years of prior orchestra library experience are required. This position requires a thorough knowledge of music performance practice, music publishing, music literature and history, composition and theory, manuscripting, foreign language terms (French, German and Italian), copyright law, and research skills. Familiarity with Excel, Microsoft Office Suite, and Finale software are desired.

The Librarian must be able to work well under pressure and be able to make quick decisions concerning the availability of music and the feasibility of requests. The Librarian must have superb interpersonal skills for dealing with the conductors, musicians, CSO staff, and the various venue personnel on a daily basis.

The CSO Librarian is often requested to perform non-Librarian duties, such as editing the program book, proctoring auditions, and monitoring rehearsals, among other tasks.

Deadline: Until filled.
Application: Please email resume to tony@charlestonsymphony.com or mail a hard copy to the following:

Anthony Pierce
P.O. Box 20397
Charleston, SC 29413

Music/Performing Arts Librarian and Coordinator of the Music Library at DePauw University

General Information: DePauw University is seeking a service-oriented, creative innovator to fill the position of Music and Performing Arts Librarian and Coordinator of the Music Library. The librarian/coordinator will oversee collections, services and operations of the Music Library which will be relocated to the new Green Center for the Performing Arts in summer 2007.

Founded in 1837, DePauw University is a selective, undergraduate, nationally-ranked liberal arts college of 2,150 students with a professional School of Music of about 150 students and 30 FTE faculty members. The University is located in Greencastle, Indiana, within an hour's drive of Indianapolis, Terre Haute and Bloomington.

Responsibilities: The music library is a focal point for technology, collections and services to the performing arts. The librarian/coordinator will work collaboratively with faculty members, librarians and technologists to meet the expanding arts information resource needs of the University. In particular, the librarian/coordinator will work closely with the Coordinator of the Music Instructional Technology
Center (mitc) to manage services and facilities that support instruction, composition and digital collections. Responsibilities also include working collaboratively with related staff members to deliver streamed content, integrated technology services in support of the music curriculum and performance recording/archiving.

Qualifications / Requirements: An MLS degree from an ALA-accredited institution and an undergraduate or advanced degree in music, musicology or a related field are required. Preference will be given to candidates with a second area of expertise or experience in an additional area, such as film, theater or communications. Evidence of a strong service orientation, knowledge of music resources and the instructional applications and technologies necessary to support the needs of students and faculty members are also required.

Deadline: Open until filled.

Application: To apply, submit resume, the contact information of three references, transcripts, and a letter of interest to:

Rick Provine, Director of Libraries
DePauw University
Greencastle, IN 46135

DePauw University is an Equal Opportunity Affirmative Action Employer. Women and members of underrepresented groups are strongly encouraged to apply.

Head, Music Library at Arizona State University
General Information:
The Music Library of the Arizona State University at the Tempe campus values and promotes innovation, versatility, and a strong commitment to top quality customer service. The ASU University Libraries seeks an individual to develop the existing collections and provide leadership and vision for the Music Library. The successful candidate will assess, plan and implement services that will ensure the integration of traditional library services and collections with new technologies to meet the curricular needs of the School of Music and the University at large.

This full-time Academic Professional appointment may be made at the rank of assistant, associate, or full Librarian dependent upon the level of professional preparation and experience. As the incumbent builds experience at ASU through excellent job performance, professional development and service s/he may qualify for continuing appointment and/or promotion to higher ranks.

Arizona State University is located in the beautiful Phoenix metropolitan area with the nearby recreational opportunities of California, the Colorado River Basin, the Rocky Mountains and Mexico. This region is a rapidly expanding urban area known for its year-round sunshine; highly diverse population; and outdoor recreational activities.

The University: Arizona State University enrolls more than 61,000 undergraduate, graduate, and professional students on multiple sites across the Greater Phoenix area. ASU is currently undergoing a
rapid, large-scale effort to evolve into a public research university of unparalleled academic excellence and social commitment. For more information about ASU, please see: www.asu.edu and www.asu.edu/president/newamericanuniversity/.

The University Libraries: Arizona State University, University Libraries is a leader in innovative customer service and in the strength of its collections; it ranks in the top 40 research libraries in North America and is a member of ARL, CRL, OCLC and GWLA. The Tempe campus system consists of four libraries, as well as independent libraries for Law and the West, Polytechnic and the Phoenix Downtown campuses. The Libraries' website can be accessed at http://www.asu.edu/lib/.

The School of Music and Music Library: Located in ASU's Herberger College of Fine Arts, the School of Music has internationally recognized faculty and is one of the top music schools in the nation. Performance facilities include the world-famous Grady Gammage Auditorium (designed by Frank Lloyd Wright) and a German Baroque style tracker organ built by Paul Fritts in a hall modeled upon churches of the period.

The Music Library is located on the third floor of the School of Music. It houses a print collection of approximately 90,000 books and scores and over 30,000 sound recordings and videos. The Music Library provides specialized research assistance, user education to the academic community and supports the curriculum of the School of Music (http://music.asu.edu/). Additional information can be found on the Music Library's website at http://www.asu.edu/lib/libraries/music/.

Responsibilities: Reporting to the Associate Dean for Library Services, the Head of the Music Library is responsible for: developing and managing the collections, services, and all aspects of operations of the Music Library; developing and implementing innovative programs and services; coordinating library services, collections and programs with the ASU School of Music; providing library instruction and research assistance as the Music subject specialist; contributing to the management and planning of the University Libraries; managing a staff of 2 full-time employees and numerous student assistants; supporting library initiatives in grant-seeking and development; facilitating effective working relationships within the University Libraries and across the campus to plan and implement library-wide priorities.

Qualifications / Requirements:
(Your application must specifically state your qualifications in each of the following areas.)

Required: Master's degree in library science from an ALA accredited institution and a bachelor’s degree in music; Minimum three years of progressively-responsible experience as a librarian in an academic, research, or special library appropriate to rank. Minimum two years public service experience as a librarian appropriate to rank; Demonstrated managerial and supervisory skills, including the supervision of staff.

Preferred: Advanced degree in music; one year of experience as a head in a department, branch or unit in a research library; Experience with current issues and technologies relevant to music librarianship in the academic and/or research library environment; Experience providing library instruction; Demonstrated experience with current and emerging trends in music collection development and collection assessment; Demonstrated ability to in a collaborative environment; Excellent verbal, written and interpersonal communication skills; Strong service orientation; Commitment to professional development; Experience developing and/or mentoring library personnel; Experience with grant writing.
Salary, Rank & Benefits: $60,000 minimum, dependent upon qualifications and experience. Salary and rank (assistant, associate, or full) is dependent upon level of professional preparation and experience.

Deadline: September 25, 2006, if not filled, then the first of every month thereafter until the search is closed.

Application: Application packet consists of a letter of interest, vita, and the names, addresses (including e-mail addresses if possible), and the telephone numbers of three recent professional references. Application packet must specifically address educational background and work history as it pertains to each of the qualifications cited above. Packet must be mailed to

Kurt R. Murphy, Associate Dean for Personnel
University Libraries
Arizona State University
Box 871006
Tempe, AZ 85287-1006

and/or emailed to kurt.murphy@asu.edu.

Telephone: (480) 965-3417; FAX: (480) 965-9169.


OTHER INFORMATION: For more information regarding ASU and the Tempe campus please visit our web site: http://www.asu.edu/ and http://www.asu.edu/tempe/. For the Tempe and/or Phoenix area please visit http://www.arizonaguide.com/home.asp.

ASU is an EO/AA employer that actively seeks diversity among applicants and promotes a diverse workforce.

Cataloging/Database Management Librarian at Winthrop University
Responsibilities:
• Catalog library materials in a variety of formats, including music and digitized archival collections.
• Maintain the authority control of the library’s online catalog.
• Monitor daily heading reports and weekly patron subject searches to determine if additional headings or cross references are needed in the online catalog.
• Maintain authority control policies and procedures.
• Supervise one library specialist who performs database maintenance activities. This includes training, performing annual evaluations, approving leave and updating position description.
• Teach library instruction classes.
• Participate in collection management activities.
• Staff the Reference Desk 1-2 weekend days per semester.
• Develop professionally as dictated by rank and length of service by participating in professional associations, serving on library and campus-wide committees, attending workshops, engaging in professional research, etc.
• Other duties as assigned.
Qualifications / Requirements:
• ALA-accredited M.L.S. degree required.
• Two years professional experience in cataloging and authority control in an academic library preferred.
• Demonstrated knowledge and understanding of AACR2, LCSH, LCC, LCRI, MARC and music cataloging practices.
• Cataloging experience using OCLC or a comparable bibliographic utility.
• Experience with an integrated online system, preferably Innovative Interfaces (Millennium).
• Strong organizational and problem-solving skills.
• Excellent interpersonal and communication skills.
• Ability to work independently and to supervise and work with other staff.
• Demonstrated involvement in continuing education and professional activities.

Salary, Rank & Benefits: A 12-month, tenure-track appointment with faculty rank and status. Rank and salary dependent upon qualifications and experience.

Deadline: October 1, 2006; application materials received after the deadline may be considered if an acceptable candidate has not been found.

Application:
1. Individuals wishing to apply for this position are advised to submit the following materials:
   • A statement of interest
   • Names and addresses of at least three individuals who know the candidate professionally
   • A vita
   • Transcripts

2. Applications should be addressed to:

Dr. Mark Y. Herring
Dean of Library Services
Ida Jane Dacus Library
Winthrop University
Rock Hill, SC 29733

Phone 803/323-2131
Fax 803/323-2215
e-mail herringm@winthrop.edu

Music Collection Development Librarian and Associate Director at Indiana University
Responsibilities: Assesses and develops collections and oversees all aspects of Collection Development and Acquisitions for Cook Music Library; selects new music books, scores, audio and video recordings, databases, software, and serials for acquisition and subscription; acquires materials to meet particular research, instructional and performance needs of faculty and students; identifies and acquires retrospective materials needed to fill collection gaps; monitors IUB Libraries humanities monograph approval plan as relates to English-language music books; reviews materials in collection identified as lost, missing, or needing repair, and decides upon appropriate action; with the Director, corresponds with gift-in-kind donors, negotiates terms of delivery and disposition, and recommends appraisers if
required; maintains in-house database of gifts and donors, and reports gifts to University Libraries and Jacobs School of Music development officers as appropriate; performs triage on gift collections, adding materials deemed appropriate to collection, reserving unwanted duplicates for potential sale or exchange; monitors weekly encumbrance and expenditure reports, adjusting purchasing patterns and fund balances to ensure responsible budget management; maintains in-house database of desiderata, adding records for needed out-of-print titles, searching periodically against online OP dealer databases for potential replacements; maintains in-house database of current journal and standing-order subscriptions; prepares annual materials-budget requests for base-budget allocations, and proposals for supplemental funding opportunities; establishes and maintains effective relationships with vendors; monitors vendors to assure optimal delivery and prices for materials purchased; reviews and revises acquisitions procedures and manuals as required; maintains Collections section of Cook Music Library website; as Associate Director, represents the Music Library as chair or participant in meetings as required, and performs other administrative duties; collaborates with members of Technical Services Division to ensure effective workflow; participates in relevant professional associations and collaborates with peers in other CIC and ARL libraries on matters relating to collections.

Qualifications / Requirements: Master’s degree from ALA-accredited library school; Master’s degree in music (including at least one course in music bibliography preferred); working knowledge of Western European languages (with preference for German, Italian, French, Spanish); at least two years experience in music collection development at academic or conservatory library in support of comprehensive music curriculum, or equivalent experience; significant experience managing acquisitions budgets; knowledge of integrated library systems and other electronic tools; demonstrated success in leadership and supervision of diverse staff; ability to work collaboratively in diverse environment; outstanding oral and written communications skills.

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

Deadline: Review of applications begins October 2, 2006; position will remain open until filled.

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

Virginia Sojdehei, Personnel Librarian
Indiana University Libraries
Herman B Wells Library 201B
Bloomington, IN 47405

Phone: 812-855-8196
Fax: 812-855-2576

e-mail: libpers@indiana.edu. For a more complete copy of the posting go to: http://www.libraries.iub.edu/index.php?pageId=1410. For more information about Indiana University Bloomington go to: 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,
Music and Media Catalog Librarian at Kent State University

General Information: Environment:
The Kent State University Libraries have a collection of over 2 million volumes and hold membership in the Association of Research Libraries and the Center for Research Libraries. Kent State University is a founding member of OCLC and of OhioLINK (http://www.ohiolink.edu), Ohio’s statewide information system. Performing Arts and media collections number well over 100,000 items, which are housed throughout the Libraries and Media Services facilities on the Kent and regional campuses. The Hugh A. Glauser Music Library is in the process of being transformed into a Performing Arts Library as part of $12 million expansion and renovation of the primary performing arts facility on the Kent Campus. The Performing Arts Library will encompass rich print, media and computing resources in a 6,500 + square foot facility. The Performing Arts Library serves over 600 students and 100 faculty members in the School of Music, the School of Theatre & Dance, and Kent/Blossom Music and supports undergraduate, master, and doctoral degree programs.

Responsibilities: Full-time, tenure-track position as Music and Media Catalog Librarian. Reporting to the Head of the Music/Performing Arts Library and working within that branch library, the Music and Media Catalog Librarian is responsible for creating and facilitating access to the music and media resources of Kent State University Libraries and Media Services and Music/Performing Arts Library in particular.

Responsibilities: The successful candidate will perform original and copy cataloging of music and media, including scores and sound recordings; software; and audiovisual materials. Original cataloging copy will be contributed to OCLC. Materials to be cataloged may be housed in the Main Library collection, the Music/Performing Arts Library, or any of the seven regional campus libraries. The Music and Media Catalog Librarian will provide expertise on national and international cataloging standards, address and resolve access issues and cataloging practices for integrating electronic resources into the collection, and supervise graduate students on a variety of cataloging projects. The librarian in this position will also work closely with regional campus librarians to facilitate original and copy cataloging across an eight-campus system.

Qualifications / Requirements:
Requirements:
MLS from accredited ALS program; two years experience in original and complex cataloging of scores and sound recordings; experience performing original cataloging of audiovisual materials, computer files, and books; knowledge of cataloging standards, including AACR2, LC classification, LCSH, MARC21, LCRI, RDA and FRBR; academic degree in the music field; bibliographic knowledge of one or more foreign languages.
Preferred Qualifications:
Knowledge of standards for cataloging online resources; NACO music project experience.

Disclaimer: The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the
discretion of the Appointing Authority. Kent State University reserves the right to revise or change job duties, job hours, and responsibilities.

Salary, Rank & Benefits: 12-month tenure-track faculty (assistant professor); Salary schedule: M010A

Deadline: September 11, 2006

Application: In addition to completing the academic data form, please attach to your academic data form, a cover letter addressed to

Emily Hermon, Senior Business Manager
Libraries and Media Services
Kent State University
P.O. Box 5190
Kent, OH 44242-0001

curriculum vitae, and the names, addresses, and telephone numbers of three (3) professional references.

Sheet Music Catalog Manager at Sheetmusicplus.com
General Information: Sheetmusicplus.com, the largest online retailer of sheet music, is seeking a FT Sheet Music Catalog Manager to join our team. We are a growing, profitable, financially stable company with a casual and friendly atmosphere.

Responsibilities: The Sheet Music Catalog Manager will be responsible for managing the titles in our sheet music catalog through obtaining new and updated catalogs from publishers and reviewing publisher catalogs for completeness, quality and accuracy. The Manager will also be responsible for ensuring that data updates are completed correctly and in a timely fashion.

Key responsibilities will include:
Working with publishers to obtain new and updated data files – this includes publisher relations and regular phone/email contacts. Prioritize the updating and addition of products to our catalog by reviewing publisher size and speciality, length of time since update, and merchandising requirements. Prepare data files for processing to be added to our catalog. Includes identifying non-saleable items, providing instructions on how data fields should be treated, defining product series, spelling out abbreviations, and adding additional merchandising value where possible. Working with publishers to obtain image and sound data to use with the product data. Confirm that the data meets our specifications so that it can be shown on our website. Review website data after updates to ensure that product descriptions are logical to a buyer and are as accurate and descriptive as possible. Work with merchandising team to enhance and improve data for the creation of browsing pages and for promotions. Create HTML links for website promotions to highlight appropriate products.

Qualifications / Requirements:
Necessary qualifications:
Outstanding knowledge of print music, including classical and pop music and keys of music. Classical training and/or music degree preferred. A merchandising mindset, in which you can review product descriptions from a customer’s viewpoint and provide recommendations on how to improve
presentation. Strong organization skills to manage status of many catalogs and competing interests. Very strong working knowledge of Excel, with an ability to create formulas, search and sort on multiple columns. Strong computer skills including in-depth working knowledge of Microsoft Word, good understanding of database programs, and basic Photoshop skills. Basic HTML skills preferred. Experience with Apple Computers preferred. Strong interpersonal skills and ability to liaise with multiple departments within the company and at publishing houses. Excellent attention to detail. 3 – 5 years work experience in a related position preferred. E-commerce or music industry experience a plus. This is not an entry level position.

Deadline: Open until filled.

Application: To apply, please email a resume and cover letter to jenny@sheetmusicplus.com.

Circulation Supervisor at The New School
General Information: The New School Libraries seek a Circulation Supervisor for the Scherman Music Library. This is a full time position. This position is responsible for daily operation of Music Library circulation and reserve services. These duties include scheduling and supervising student assistants, interpreting procedures and policies, assisting patrons with reference and circulation, and stacks maintenance. Other duties as required. Flexible schedule; some evenings and weekends required.

Responsibilities:
• Oversee all circulation operations.
• Serve as liaison to New School and consortium libraries in matters related to circulation.
• Resolve patron disputes.
• Troubleshoot online circulation system.
• Hire, supervise, train and schedule circulation, reserves, and weekend staff.
• Hire, supervise, train and schedule student staff.
• Oversee staff work schedules, including circulation desk and vacation schedules.
• Maintain library schedules, including posting and communicating library hours.
• Oversee budget for student workers.
• Create and maintain statistical reports.
• Order and monitor use of supplies.
• Assist patrons in the use of library tools and resources, as needed.
• Provide general library orientations, as needed.
• Organize and complete special projects as assigned.

Qualifications / Requirements:
Required:
• Bachelor’s degree
• Classical music background.
• 2-3 years experience in library public services with supervisory experience.
• High degree of computer literacy, including the use of automated library systems.
• Excellent interpersonal skills, written and oral communication skills.
• Ability to discern problems and initiate appropriate actions toward resolutions.

Preferred:
• Bachelor’s or higher degree in music
Experience with an integrated library system

Deadline: Open until filled.
Application: Interested applicants should email resume and cover letter to: NSUjobs@newschool.edu. Please make sure to write: Search #23080 in the subject line to ensure proper distribution of resume. Please go also to the attached link and complete the Application for Employment 2006:
http://www.newschool.edu/admin/hr/forms/index.aspx

Once completed mail to:
The New School Human Resources Department
Search # 23080
80 Fifth Avenue, 4th floor
New York, NY 10011

The New School, as well as its individual academic divisions, is committed to a policy of equal opportunity in all its activities and programs, including employment and promotion. It does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, sexual orientation, age, physical disabilities, veteran or marital status.

Assistant Manager (full-time), Art, Music and Media Services at Allen County Public Library
Responsibilities: Supervise, train and schedule 6 circulation desk assistants and a department clerk. Work at reference desk to provide information and help patrons locate desired library materials. Assist in developing public programming in the arts. Participate in development of policies and procedures for the department and supervise in absence of the manager. Collection development in the areas of art, music, media, and other subjects in the 700's. Participate in the planning, organization, development, presentation, and evaluation of Library services to the community.

Qualifications / Requirements: ALA/MLS degree and a minimum of one year’s library experience. Supervisory experience preferred. Undergraduate degree with major in art, music, or related departmental field. Strong interpersonal communication skills and a commitment to providing information in the context of pro-active library service. Ability to work cooperatively and positively with a wide variety of patrons and co-workers. Bilingual ability in Spanish or an Asian language is desirable but not required. Cooperative spirit, reliability, enthusiasm, friendliness, energy, resourcefulness, initiative, tact, good judgment, and a sense of humor are essential. Ability to work a variety of day, evening and weekend hours.


Deadline: Open until filled.
Application: Please send letter of interest and qualifications, resume, and the names of three professional references to
Charlene Holly
Music Cataloger at Vanderbilt University

Description: Vanderbilt University is seeking a creative and client-centered Music Cataloger. Reporting to the Director of the Anne Potter Wilson Music Library, the Music Cataloger will perform cataloging, subject analysis, classification and authority work for all materials (monographs, scores, recordings, serials, digitized archival materials, and electronic resources) and create metadata for the music library. The Music Cataloger will work closely with other technical services staff in the Heard library system and will participate in system-wide committees and working groups. In collaboration with other Music Library staff, the Music Cataloger will contribute to the evaluation and development of collections and services at the music library. This position is expected to be active in contributing to professional organizations. Other responsibilities include reference service and contributions to digital initiatives such as the Global Music Archive.

Qualifications / Requirements:
Required: A Master's degree from an ALA-accredited program; undergraduate degree in music; knowledge of AACR2, LCSH, music cataloging decisions, LC classification, and MARC formats for music; experience using OCLC or other bibliographic utility for cataloging; bibliographic knowledge of one European language; strong communication and interpersonal skills; ability to demonstrate flexibility and initiative in response to change. Preferred: One year of experience in cataloging in an academic or music environment; reading knowledge of German or Spanish; knowledge or demonstrated interest in current trends and development in metadata standards; familiarity with national cooperative cataloging efforts, such as NACO.

Environment: Vanderbilt University consists of ten schools and colleges with an enrollment of over 11,000. The university is served by The Jean and Alexander Heard Library, which has a collection of over 3 million volumes and a staff of 210. The Library is a member of the ARL, CRL and SOLINET, participates in the Program for Cooperative Cataloging, and contributes to BIBCO, CONSER, NACO and SACO. The Anne Potter Wilson Music Library is located in the 136,000 sq. ft. Blair School of Music and has a staff of 5 (including 2 other music librarians). The Blair School has an undergraduate enrollment of 180 music majors and extensive pre-college music program. The Music Library supports the research and curriculum needs of the Blair School, as well as providing access to musical knowledge and materials for the wider Vanderbilt community. Resources include over 40,000 books and scores, 20,000 recordings, 170 current journal subscriptions and numerous electronic resources. For more information on the Anne Potter Wilson Music Library or the Blair School of Music consult the web pages at
http://www.library.vanderbilt.edu/music and http://www.vanderbilt.edu/blair/. 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 ($38,000 minimum). Benefits are those applicable to exempt employees of Vanderbilt University, including health care insurance; retirement plan options; a tuition discount program; and paid vacation, holidays, and sick leave.


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

Lisa C. Shipman
Director of Administrative Services
Vanderbilt University Library
419 21st Avenue South
Nashville, Tennessee 37240-0007

lisa.shipman@vanderbilt.edu

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

Music Librarian at Kansas City Symphony
Responsibilities: The Music Librarian works in conjunction with and under the guidance of the Principal Music Librarian to prepare all music for rehearsals and performances of the Kansas City Symphony. Responsibilities include operational coordination with key staff to ensure the success of Kansas City Symphony performances and events.

DUTIES AND RESPONSIBILITIES as assigned by the Principal Music Librarian, include, but are not limited to, the following:

- Acquiring and preparing music for performances
- Proofreading, editing, marking bowing
- Overseeing library duties at rehearsals and concerts, including work after hours and on weekends
- Working with conducting staff, symphony chorus, office staff and orchestra members conducting research helping to monitor expenses and maintaining budgets
- Accommodating special requirements for music preparation

The ideal candidate will bring maturity, flexibility and strong organizational skills to the position as well as considerable knowledge of orchestra repertoire. He/She will enjoy working as part of a team, will be comfortable with multiple tasks and, with experience, will anticipate requirements. He/She will be poised, will welcome feedback and will demonstrate a service-oriented approach to the job.

Qualifications / Requirements: Bachelor’s degree from four-year college or university with knowledge of music theory, music history, orchestral literature and performance practices required. Experience as a music librarian with a professional orchestra is preferred. Skills required include attention to detail,
ability to work independently and follow directions, and efficient provision of services within the performance environment. Desirable computer skills standard Windows software, OPAS, and music engraving software. Outstanding organizational, communication and writing skills, ability to multi-task, and ability to work effectively with orchestra members and the administrative team.

Salary, Rank & Benefits: Music Librarian, full time, full benefits. The position will pay $29,329.86 (includes EMG) for the full season. Additional salary may be earned for performance in small ensembles. Benefits include health insurance (90% of a single premium), dental insurance, instrument insurance, pension (5% to the AFM-EPF and 1.5% to a defined contribution plan which changes to 2% in February), various types of paid leave and vacation.

Deadline: Candidates must submit a sample of their music manuscript, a resume and a refundable deposit of $100 by September 25 at 5:00, CDT.
Phone Interviews: September 26, 2006

The winning candidate must have immediate availability.

Application: Send all resumes and correspondence to:
David A. Clark, Personnel Manager
Kansas City Symphony
1020 Central
Suite 300
Kansas City, MO 64105-1672
(816) 471-1100, fax (816) 471-0976
daclark@kc symphony.org
www.kcsymphony.org

The Kansas City Symphony is an Equal Opportunity / Affirmative Action Employer

Fine Arts Librarian at The Ohio State University
General Information: Founded in 1870, The Ohio State University is a comprehensive, state-assisted university offering a complete environment for learning for its 3,000 faculty and 50,000 students. Additional information about The Ohio State University Libraries is available at http://library.ohio.edu.

Responsibilities: The Ohio State University Libraries faces immediate challenges, from sharing and preserving all formats of scholarship, digital and print, essential for teaching, research, and service; to advocating for and facilitating reform in scholarly communication to take full advantage of new information technology capabilities; promoting library services, internally and externally, to engage all potential users; changing our library facilities to accommodate the changing uses and users of libraries; partnering with faculty and students to strengthen the learning process by integrating the libraries more effectively with curricular innovations at the University; building strategic partnerships on campus, in Ohio, and elsewhere to provide more dynamic library services; and developing human resources within the libraries to support innovation and change.
To respond to the above challenges, responsibilities of the Librarian/Fine Arts Subject Specialist will include, but are not limited to:
• creating a close working relationship between the Libraries and the teaching and research faculty in the College of the Arts and related units of the University, with the goal of understanding their teaching, learning, and research needs and thereby increasing the quality of the University’s teaching and learning environment;

• partnering with College of the Arts faculty to create, implement, promote, and manage programs that impact faculty recruitment, retention, diversity, development, scholarly interaction, teaching, service, and research;

• actively seeking teaching opportunities to advance student engagement using innovative methods and by integrating information technologies, multimedia and knowledge resources into course management systems and curricula;

• building partnerships and creating shared practices that connect the University’s learning environment and research knowledge with the needs of the community;

• willingness to work in one or more subject areas, across disciplines, and throughout the Libraries in support of the Libraries’ “Service Values.”

The Librarian/Fine Arts Subject Specialist reports to the Assistant Director for Collections, Instruction, and Public Services (CIPS). The Librarian/Fine Arts Subject Specialist works with the CIPS Coordinators (for Circulation, Collections, Instruction and Outreach, Interlibrary Services/Document Delivery, Reference and Research) to determine needs, establish priorities, support services and programs, and participate in supervision and evaluation of staff.

Qualifications / Requirements: Required: MLS (or equivalent) accredited by the American Library Association with a degree in the Fine Arts or demonstrated knowledge of the work and needs of Fine Arts faculty and/or the subject of Fine Arts through a combination of educational background and experience; knowledge of the teaching and research needs of faculty; enthusiasm for outreach and interest in expanding responsibilities for developing and delivering user-centered services and programs; demonstrated interest in applying new and emerging information technologies and methods; excellent communication and presentation skills; strong service orientation and interpersonal skills; willingness to partner with teaching and research faculty in interdisciplinary initiatives. Desired: Experience with initiating and working in disciplinary and interdisciplinary programs and services that address the needs of the teaching and research faculty as well as undergraduate and graduate students. Teaching and instruction and traditional and electronic reference services; collection and information resource development and management; outreach and marketing of programs; access and document delivery, copyright and licensing, emerging technologies, assessment, grant writing, and institutional repositories.

Salary, Rank & Benefits:
The Librarian/Fine Arts Subject Specialist has faculty status with accompanying University expectations and requirements for tenure and promotion. Library faculty members are evaluated on their teaching, research/publication, and service and are eligible to receive release time (up to 20 percent) in support of meeting the requirements for promotion and tenure.

Salary and rank: $41,000 minimum; faculty rank and salary dependent upon experience and qualifications.
Benefits: The University offers competitive benefits in the form of 22 days vacation, 15 days sick leave, 10 holidays, hospitalization, major medical, surgical-medical, dental, vision, long-term disability insurance, and life insurance at 2.5 times one’s annual salary. State and alternative retirement choices are also available.

Deadline: Applications will be accepted until the position(s) are filled. Preference will be given to applications received by October 6, 2006.

Application: Send letter of interest with a current resume and name, address, phone, and email address of three references to

Linda S. Gonzalez, Assistant Director for Libraries’ Administrative Services
1858 Neil Ave.
Columbus, OH 43210

phone (614)292-5863; FAX (614)292-7859

e-mail: gonzalez.107@osu.edu

The Ohio State University is an equal opportunity, affirmative action employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Research Librarian/Information Technology Specialist for the Fine Arts & Humanities at Wheaton College

General Information: The Research Librarian/Information Technology Specialist for the Fine Arts & Humanities serves as liaison librarian and information technology specialist for faculty and students in the fine arts and selected humanities departments. The successful candidate will collaborate with librarian and faculty technology liaisons, as well as archives professionals, to educate, inspire and support academic users of technology and information resources of all types to enhance learning and scholarship in the fine arts/humanities. This position offers a superb opportunity for a highly motivated, enthusiastic, collaborative and creative individual to develop exemplary research, instruction and information technology services and programs in partnership with the fine arts and humanities faculty. Wheaton College is an active community of learners noted for a creative curriculum that highlights interdisciplinary "connections."

Responsibilities: Individual and classroom instruction for classes in the fine arts and humanities, as well as for first-year seminars (FYS) in an active first-year seminar program; selection of fine arts and designated humanities reference resources and research databases; specialized academic software support; management and delivery of audio and digital images systems and software, in project teams; web page design and development; co-leadership for exhibit and events programming in the library; information desk coverage weekdays and some evenings.

Qualifications / Requirements:
American Library Association-accredited MLS/MLIS or comparable combination of education and work experience is required. Degree in one of the humanities with a strong background in one of the fine arts is required. Two or three years of professional employment in an academic or special library and teaching experience are preferred.
Creativity, initiative, enthusiasm and ability to work both independently and collaboratively in a complex and changing public service environment. Outstanding interpersonal and communication skills, ability to work effectively with diverse groups and a clear commitment to service.

Experience using and searching a wide range of online databases, especially in the humanities. Knowledge of the scholarly communication issues facing libraries and the humanities. Critical appreciation of and enthusiasm for information technologies as applied to fine arts/humanities research and curriculum enrichment. Experience with web editing tools and web page design. Mastery of standard desktop applications and a high level of familiarity with common information and instructional technology tools such as course management systems and bibliographic management software.

Rank: Full-time, 12 months.
Deadline: A review of applications will begin in early October 2006 and will continue until the position is filled.
Application: Send a letter of application, resume, and a list of at least three professional references to:

Human Resources
Wheaton College
Norton, MA 02766

or via email to: jobs@wheatonma.edu.

Wheaton College is a highly selective, residential, coeducational, liberal arts college that is located 35 miles south of Boston and 20 miles north of Providence, RI. The college enrolls approximately 1,500 students from across the country and around the world. For more information visit the Library at http://www.wheatonma.edu/library/ or Wheaton http://www.wheatoncollege.edu/ on the web.

Wheaton College is an Equal Opportunity/Affirmative Action employer.
Major responsibilities of the Director will be to provide knowledgeable leadership, to foster communication, and to enable collaboration among the Art & Engineering cluster librarians and their respective academic units. The Director is responsible for building and strengthening relationships with partners at the Duderstadt Center, which houses the Art, Architecture & Engineering Library, University's Digital Media Commons, the College of Engineering's Computer Aided Engineering Network (CAEN), and the Millennium Institute. The Director will participate in Library-wide initiatives, engage with colleagues nationally, and provide vision and direction in the development of innovative services.

Qualifications / Requirements:
REQUIRED QUALIFICATIONS:
• ALA accredited Master's degree, or an equivalent combination of relevant experience and advanced degree
• Demonstrated successful leadership and administrative accomplishments in the innovative and effective use of information resources and technologies
• Demonstrated ability to provide vision and direction within a distributed environment and to manage multiple facilities
• Demonstrated ability to promote collaborative and forward-looking initiatives, services, and programs
• Knowledge of research and scholarship in the arts and engineering
• Familiarity with issues and trends relevant to publishing
• Knowledge of emerging information technologies and digital library initiatives
• Strong user-centered commitment to public service
• Ability to work effectively with faculty, staff, and students of culturally diverse backgrounds
• Excellent organizational, analytical, and communication skills

Salary, Rank & Benefits: Final rank and salary dependent on qualifications and experience. As a professional appointment within the University of Michigan, University Library, this position offers full benefits and opportunities for professional development and travel, and participates fully in faculty governance.
Retirement Options: TIAA-CREF or Fidelity Investments.

Deadline: Review of Applications will begin on October 6, 2006 and continue until the position is filled.
Application: Send cover letter and résumé to

Library Human Resources
404 Hatcher Graduate Library North
University of Michigan
Ann Arbor, MI 48109-1205

either by US Mail or email to libhumres@umich.edu. (Call 734 764-2546 with questions or for further information.)

Research Librarian for Performing Arts at The University of California, Irvine
General Information: The University of California, Irvine Libraries seek a creative, knowledgeable, and user-oriented Research Librarian for Performing Arts to plan and deliver innovative reference and instruction services, and to develop and manage electronic and print collections in Music, Dance, and Drama.
The Research Librarian for Performing Arts will provide liaison and outreach to faculty and students of the Claire Trevor School of the Arts. The School offers undergraduate and graduate degrees in Drama, Dance, Music and Studio Art, as well as a minor in Digital Arts and a graduate degree in Arts, Computation, and Engineering. More information about the School and its programs can be found at: http://www.arts.uci.edu/.

The successful candidate for this position will be jointly supervised by the Head, Langson Library Reference Department and the Head, Collection Development Department. The home library department will depend on which types of duties predominate.

The UCI Libraries, comprising the Langson Library, the Science Library and the Grunigen Medical Library, are committed to innovation and excellence and are in a major period of growth and change. The library collection consists of over 2.4 million volumes and over 26,500 current serial titles and an aggressively expanding electronic resources collection. The University of California, Irvine, is nestled in over 1,500 acres of coastal foothills, five miles from the Pacific Ocean, between San Diego and Los Angeles. UCI is among the fastest-growing University of California campuses, with more than 24,000 undergraduate and graduate students and about 1,400 faculty members. Student enrollment is planned to reach 32,000 by 2010 accompanied by a proportional growth in faculty and staff. Founded in 1965, UCI has had an extraordinarily rapid rise to distinction in its first forty years, including membership in the Association of American Universities, ranking among the top twelve public universities by U.S. News and World Report (among the top fifty research universities), and three Nobel prizes in the last nine years.

Responsibilities:
In the area of collection development, the Research Librarian for Performing Arts will be responsible for the selection, assessment, and management of collections and resources in the assigned subject areas. The candidate will serve as liaison to the faculty and students in the subject areas to insure that their information needs are being met as well as to promote the Libraries' services and resources. The candidate will be responsible for monitoring budgets and making collections decisions that support the teaching and research needs on campus. The candidate will provide subject-based instruction and research consultations and develop and update subject webpages in support of research in the assigned subject areas. The candidate will also work collaboratively with the library Multimedia Resource Center to identify and provide the multimedia resources and services that support the research and teaching needs of the performing arts students and faculty.

In the area of reference, the Research Librarian for Performing Arts will provide specialized and general reference service at the Langson Library Reference Desk, supporting information needs in business, social sciences, humanities, education and the arts. The candidate will provide approximately ten hours of reference service weekly, including responding to in-person, telephone, and electronic inquiries. The candidate will provide specialized research consultations in the assigned subject areas and also maintain sufficient knowledge to provide effective general reference assistance.

In the area of instruction, the Research Librarian for Performing Arts will provide and promote specialized instruction services to students and faculty in the assigned subject areas. The candidate also participates in the Libraries' information literacy initiatives and general education programs to assist campus and community users in improving their critical thinking, information-seeking, and research skills.

Qualifications / Requirements:
Required:
Graduate degree in library science from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience.
Educational background in the subject to be assigned or experience performing reference, instruction and/or collection development for the subject.
Ability to assist and instruct users and students in specialized resources.
Strong interest in working with students and faculty.
Commitment to user-centered library services.
Strong interest in library information technology, instructional technology, electronic resources, multimedia resources and services, especially in the subject areas to be assigned.
Excellent interpersonal and communication skills.
Ability to work effectively in a team and in a dynamically changing environment.
Ability to work effectively with diverse constituencies.
Ability to meet the University of California criteria for advancement and promotion.

Preferred:
Experience assessing, evaluating, and negotiating digital resources in the subject areas.
Skill in developing, organizing, and maintaining web-based information resources.
Consideration will be given to applicants with a wide range of years of experience, including qualified early career librarians.

Salary, Rank & Benefits: Librarians at the University of California Irvine are academic appointees and receive potential career status at the time of their initial appointment. Librarians periodically receive administrative and peer review for merit increases based on the following criteria: 1) professional competence and quality of service within the Library; 2) professional activity outside the Library; 3) university and public service; and 4) research and other creative activity. They are entitled to two days per month of annual leave, one day per month sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits, which may also include an attractive mortgage program, are equal to approximately 40% of salary.

Salary: Commensurate with qualifications and experience. Preferred appointment level is $39,000 - $65,448 (Assistant Librarian I - Librarian I).

Deadline: Applications received by October 2, 2006, will receive first consideration, but applications will continue to be accepted until the position is filled.

Application: Qualified applicants who wish to be considered for this position should send their letters of application, complete résumés, and the names, e-mail addresses, and phone numbers of three references, with a statement of each reference's professional relationship to the applicant, to:
Library Human Resources
UC Irvine, P.O. Box 19557
Irvine, CA 92623-9557

e-mail: hr@lib.uci.edu
confidential fax (949) 824-3270

Electronic applications are preferred. Upon application, candidates should be in possession of proof of their legal right to employment in the U.S. In compliance with the Immigration Reform and Control Act
of 1986, verification of legal right to work will be required between the time of final selection and hiring, and is absolutely essential in ultimately being hired.

This position description is listed on the UCI Libraries Web site at http://www.lib.uci.edu/libraries/jobs/libvac.html, with links to additional Web sites featuring campus and community information.

The University of California, Irvine is an equal opportunity employer committed to excellence through diversity.

Music Librarian at University of Manitoba

General Information: The University of Manitoba Libraries seeks an innovative, energetic and service-oriented Music Librarian for the Eckhardt-Gramatte Music Library. As a member of the Architecture/Fine Arts and Music Library the incumbent will be responsible for the successful operation of the Eckhardt-Gramatte Music Library including collections, services, staffing and the physical environment.

Responsibilities:
Reporting to the Head of the Architecture/Fine Arts and Music Library the incumbent is responsible for the following:
- Administration: Managing the overall operation of the Eckhardt-Gramatte Music Library in all its aspects including staffing and participating in the leadership and development of the roles and objectives of the unit;

- Reference Service: Meeting the information needs of undergraduate and graduate students and faculty of the Faculty of Music, the broader university population, and members of Winnipeg's vibrant musical community by providing reference services, including in-person consultation, 'virtual reference' and the delivery of web-based guides and instructional tools; developing and delivering a program of information literacy within the Faculty of Music in collaboration with faculty members;

- Collections: Developing and managing the Library's print, performance, recorded and electronic resources including managing acquisition funds, preparing assessments of the collection for new courses/programs, and accepting and evaluating donations;

- Managing the audio/visual delivery systems and making recommendations for the implementation of new music technologies;

- Participating in Libraries'-wide committees and initiatives supporting the achievement of the goals of the University of Manitoba Libraries;

- Participating in the planning of the amalgamation of the Music and Architecture/Fine Arts libraries in the proposed Centre for Music, Art and Design.

Qualifications / Requirements: ALA accredited M.L.S. or M.L.I.S. is essential. Bachelor of Music required. Master of Music preferred. Fluency in English is required and reading knowledge of two additional modern languages an asset. Minimum three years experience working in an academic music or performing arts library. Demonstrated management experience, including personnel management, planning and implementing services, space planning, and budget administration. Demonstrated teaching and library instruction experience. Broad knowledge of music repertoire. Demonstrated collection
development experience including music bibliography and acquisitions. Awareness of current issues and developments in music librarianship and information technology. Evidence of potential for scholarship and ongoing professional development. Outstanding interpersonal and communication skills. Strong public service ethic. Ability to shift priorities in a rapidly changing environment. Demonstrated ability to be self-directed, to work independently and as part of a team. Ability to work across a broad-based constituency and communicate a positive library image.

About the Library: The University of Manitoba Libraries (http://www.umanitoba.ca/libraries/) consists of nine unit libraries and twelve satellite information centres located on the Fort Garry and Bannatyne Campuses and at eight Winnipeg hospitals. With collections of over 2 million volumes, an annual operating budget of over 21 million dollars and a staff of approximately 275 employees, the Libraries serves a community of approximately 38,000 students, faculty and citizen borrowers. The Eckhardt-Gramatte Music Library is currently located in the Faculty of Music building and is staffed with one academic librarian, two full-time Library Assistants and several part-time Assistants. The current collection includes 32,000 monographs, bound periodicals and performance music, 57 print serial subscriptions, and over 12,000 recordings (LP, tape, CD) and videos/DVDs. The collection is primarily devoted to the European classical tradition but there are also special areas of interest including popular/rock music, jazz, ethnomusicology, and contemporary opera. The physical facilities of the Music Library, including the staff work areas, are currently limited. Future plans include merging the Music Library and the Architecture/Fine Arts Library into one physical location, sharing expertise of all the staff and creating a dynamic and innovative library serving the music, art and design community at the University of Manitoba and the city of Winnipeg.

Winnipeg is a prairie city with a population of more than 675,000. The ethnic diversity of the city is important and is celebrated in many annual festivals. Excellent cultural amenities include the Royal Winnipeg Ballet, the Winnipeg Symphony, music festivals, many live theatres, galleries and museums and sports events. Winnipeg is located close to superb recreational activities with a wide variety of lakes, beaches and wilderness areas within an easy drive from the city.

Salary, Rank & Benefits: Rank: Assistant/Associate Librarian - Commensurate with qualifications and experience.
Salary: Commensurate with qualifications and experience.
This position normally has a two-year probationary period.

Librarians enjoy academic status and are appointed to one of four ranks: General, Assistant, Associate and Librarian, with possibility of promotion.

Deadline: This position will commence on January 1, 2007, or as soon as possible thereafter. Applicants should submit their application referring to Position Number 05123 including a curriculum vitae and the names and addresses (including phone, e-mail address and fax numbers) of three references by October 13, 2006.

Application: The University of Manitoba encourages applications from qualified men and women, including members of visible minorities, Aboriginal peoples and persons with disabilities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.
Applicants should submit their application referring to Position Number 05123 including a curriculum vitae and the names and addresses (including phone, e-mail address and fax numbers) of three references by October 13, 2006 to the address below:

Ms Carolynne Presser  
Director of Libraries  
The University of Manitoba Libraries  
Winnipeg, MB, R3T 2N2

Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Act (Manitoba).

Job code: 05123

Fine Arts Librarian at University of Montana  
General Information: The Maureen and Mike Mansfield Library of The University of Montana is located in Missoula in the heart of the Northern Rockies and tremendous recreational opportunities. Missoula also serves as the region’s cultural center and is home to a growing number of nationally recognized writers and other artists.

The University of Montana has an enrollment of over 13,000 and provides a broad curriculum that strikes a balance between a strong liberal arts education and professional programs. The College of Arts and Sciences, the Graduate School, the College of Technology, and seven accredited professional schools - Business Administration, Education, Fine Arts, Forestry and Conservation, Journalism, Law, and Pharmacy and Allied Health Sciences - complete the University on the Missoula campus. Affiliated campuses include the College of Technology of The University of Montana, Helena, Montana Tech of The University of Montana, Butte and The University of Montana Western, Dillon.

Responsibilities: The University of Montana Maureen and Mike Mansfield Library seeks two service-oriented, energetic library faculty for 12-month tenure-track faculty positions to serve as primary liaison in two broad areas: fine arts and ethnic studies.

Responsibilities  
As part of the Information & Research Services Division, reference librarians:

* participate as a reference team member;

* provide user-centered general and specialized reference assistance with both traditional and electronic information resources;

* provide continuing education for team members; and participate in evening and weekend rotations.

* serve as liaisons to specific departments within The University of Montana, providing curriculum-integrated library instruction, collection development, and reference and research assistance to faculty;

* participate in scholarly research and service activities as required for tenure and promotion. Work assignments may include a mixture of day, evening, and multi-campus hours; and
* other duties and responsibilities assigned to meet the changing requirements and dynamics of the Information & Research Services Division and the Mansfield Library.

Liaison activities for these positions are: School of Fine Arts, including the Departments of Art, Drama/Dance, Media Arts, and Music; and outreach to Ethnic Studies, including, African-American Studies, Anthropology, Asian Studies, Linguistics, Native American Studies, and Women's Studies.

Qualifications: Required:
* ALA accredited Master's degree or international equivalents;
* experience or education in the development of collections of traditional and electronic information resources;
* ability to craft instructional web pages in information use;
* strong service orientation;
* strong interpersonal and communication skills;
* ability to learn and apply new technologies quickly;
* ability to manage multiple responsibilities in a changing environment; and
* ability to meet standards for achieving tenure and promotion, including research leading to peer reviewed publications.

Preferred:
* experience in an academic library; and
* education in liaison subject area.

Salary, Rank & Benefits: Position is a 12-month, tenure-track appointment at the rank of Assistant Professor.

Salary: Minimum $37,000

The University of Montana offers a comprehensive benefits package including TIAA-CREF.

Deadline: Candidates applying by November 15, 2006 will be given first consideration.

Application: To apply, please submit a letter of application, a resume, and a list of three recent professional references to:

Administrative Services
c/o Kathy Hendricks
Maureen and Mike Mansfield Library
The University of Montana
Missoula, MT 59812-9936

phone: 406/243-6800
fax: 406/243-6864
email: library.jobs@umontana.edu
www.lib.umt.edu

Background Investigation is Required Prior to Offer of Employment
In accordance with University regulations, finalists for this position will be subject to criminal background investigation.

**ADA/EOE/AA/Veterans' Preference**

The University of Montana is an equal opportunity/affirmative action employer and encourages applications from minorities, Vietnam era veterans, and women. This position announcement can be made available in alternative formats upon request. Qualified candidates may request veterans' preference in accordance with State law.

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**Development Officer for Music Library Association**

**General Information:** The Development Officer oversees the development/fund-raising functions of the Association, and works closely with MLA's Board of Directors, Treasurer/Executive Secretary, Business Office, and President to foster a culture of philanthropy that supports fund development and the organization's mission.

**Responsibilities:** Duties and responsibilities include:
- Providing general oversight of all the Association's fund-raising activities and monitoring Development Committee activities through coordination with the Board, MLA Business Office, and other appropriate committees.
- With the Board, charting the Association's course of fund development.
- Acknowledging all contributions to the Association.

**Qualifications / Requirements:** 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 extensive knowledge of development/fund-raising principles; familiarity with the Music Library Association and other professional organizations. Membership in MLA is required. The Development Officer receives an honorarium of $2,200 per year and support for expenses necessary to carry out the responsibilities of the position (telephone, postage, supplies, etc.)

**Term:** The duration of appointment is one year, beginning 1 July 2007, with reappointment possible for a total of four years. The Board reviews the performance of the Development Officer annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed at the February-March 2007 annual meeting and will work closely with the Board of Directors and the Development Committee until the term of appointment begins.

**Deadline:** December 31, 2006

Final interviews to take place at the Pittsburgh meeting in February with announcement to be made at the annual business meeting on Saturday.

**Application:**

Letter of application, current resume, and contact information for 3 references should be mailed to

Ruthann McTyre  
Rita Benton Music Library  
2000 Voxman Music Building  
University of Iowa  
Iowa City, IA 522425-1795
Placement Officer at Music Library Association
The MLA Placement Officer manages the Association's job placement services.
Responsibilities:
Compile information about available positions for the online Job List from: 1) human resources personnel and institutional representatives; 2) announcements in the professional literature and in newspapers; and, 3) advertisements found through library-specific employment services and web sites
Serve as liaison to those institutions submitting direct requests to post new positions with the MLA Placement Service.
Convert all new job advertisements to shtml and e-mail file(s) to the MLA Web Editor to post on the MLA web site in the Current Openings section of the Placement Services web page.
Correspond with library schools, state and regional library Associations, libraries, and other sources in an effort to encourage them to advertise open positions with the MLA Placement Service.
Serve as ex officio to the Membership Committee and the Personnel Subcommittee.
Manages Placement services at the annual MLA conference, including scheduling the Interview room, staffing the Placement desk, and attending appropriate events in order to keep attendees informed about the various services and programs available to them.
Complete projects related to the Placement Service as directed by the MLA Board.

Qualifications: Membership in MLA; access to Word processing and html editing software; familiarity with the literature on qualifications for music librarianship. Preferred: Experience with Dreamweaver.
Term: The duration of appointment is one year, with reappointment possible for a total of four years.
The Board reviews the performance of the Placement Officer annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed at the February 2007 annual meeting and will assume full responsibility for the Placement Office on 1 July 2007.

Honorarium: The Placement Officer receives an honorarium, currently set at $1,200.00 per year.

Deadline: The deadline for applications is January 15, 2007.
Application: The Search Committee (Patricia Fisken, Dartmouth College, chair; Michael Duffy, Northern Illinois University; Jennifer Ottervik, University of South Carolina; and Jon Stroop, Princeton University) will hold interviews with the finalists in Pittsburgh, Pennsylvania, in conjunction with the annual meeting of MLA, scheduled for 28 February – 3 March 2007. Please send a letter of application and resume with a list of three professional references by mail or e-mail attachment to:
Patricia Fisken
Chair, MLA Placement Search
Head of Paddock Music Library
HB 6245
Dartmouth College
Hanover, NH 03755
(603) 646-3120
Director, Film and Media Library at Hofstra University

General Information: Hofstra University seeks an enthusiastic, dynamic individual to direct operations of its Film and Media Library.

Responsibilities: Directs all operations of the Film and Media Library, a branch of the Hofstra University Library. Promotes the strengths of the collection through campus communication channels, such as the library Web site, print and narrowcast media, and the online public access catalog; through interaction with faculty; and through special programs designed to increase the visibility of the library. Serves as a resource for all campus constituencies involved with traditional and Digital Rights Management as it relates to still and moving images. Refines operating procedures and collaborates on collection development policies. Conducts training for new and current staff and patrons. Evaluates and selects materials (primarily DVDs, VHS tapes) in collaboration with subject specialists on the library faculty and faculty of other academic divisions, considering their technical, informational, and aesthetic qualities. Supervises 2.5 FTE union employees. Maintains and updates print and online indexes for films and media. Works with Technical Services to facilitate cataloging of film and media materials. Works with Library's Coordinator of Web Development to develop web pages. Oversees booking and delivery/pick-up of media to designated drop locations for faculty use. Makes recommendations for staffing and equipment, and monitors expenditures of designated funds. Advises on selection of new audiovisual equipment.

Qualifications: ALA-accredited MLS or advanced degree in film studies, with three years of relevant experience. Previous experience in a university or library environment is strongly preferred. The ideal candidate will be able to communicate successfully with all staff and patrons and will possess knowledge of library systems and audiovisual equipment. Demonstrated ability to perform administrative tasks is required, including supervision of clerical and student employees. Candidates must have strong interpersonal and both oral and written communication skills, and must possess tact in working with all patrons. Proficiency in Microsoft Office Applications including Excel, Word and Access is expected.

Salary: $50,000 minimum

Deadline: November 30, 2006

Application: For consideration, please submit a letter of interest and a résumé by November 30, 2006 via e-mail as a Microsoft Word or PDF document to:

Sarah E. McCleskey  
Head of Access Services  
Hofstra University Library  
123 Hofstra University  
Hempstead, New York 11549

Sarah.E.McCleskey@hofstra.edu

No phone calls please.

Librarian III at The New York Public Library for the Performing Arts/Circulating Collections/Music and Orchestra Circulating Collections
General Information: The Circulating Collections of The New York Public Library for the Performing Arts are a unique resource, providing hands-on access to an extraordinary array of materials. The largest public, circulating performing arts collections in the world, the Library for the Performing Arts meets the needs of people of all ages who want to learn more about the performing arts. From its open stacks, which allow readers to browse and discover materials, to its knowledgeable and friendly staff who offer guidance and information, to its user-friendly layout, the Library serves everyone with an interest in music, theatre, dance, film, and other popular entertainments. The Circulating Collections include: Arts Administration, Dance, Drama, Music, Orchestra Collection and Recorded Sound and Moving Image.

Responsibilities: Under the direction of the Chief Librarian of the Circulating Collections, is responsible for overall development and maintenance of the department. Selects books, scores, periodicals, and reference materials in all areas of music. Monitors all materials budgets. Trains and supervises staff. Provides public service at both the Music and Recorded Sound and Moving Image reference desks. Shares in the planning, administration, and services of the Circulating Collections. Works closely with the Branch Libraries’ Cataloging Department and Materials Acquisitions Office and other technical support services in formulating policies and resolving problems. Serves on library-wide committees and conducts tours for specialized and professional group visits. Participates in developing classes offered to the public in the LPA Technology Training Center. May substitute in the absence of the Chief and Assistant Chief Librarians and be in charge of the division at times. Performs related duties as required.

Qualifications / Requirements: ALA accredited Master’s degree in Library and Information Studies and a Bachelor’s degree in music or the equivalent in substantial academic background and specialized knowledge and experience. Successfully demonstrated experience in the areas of unit administration, supervision and training of staff, interpersonal relations, problem-solving, written and oral communication. Successfully demonstrated experience in the acquisition of a wide range of music materials from specialized industry sources. Successfully demonstrated public service experience, including reference and instruction to the public, and the ability to work tactfully and effectively with staff and a demanding, specialized public with varying levels of subject knowledge in a fast-paced environment. Successfully demonstrated computer skills, including Microsoft Office, database design and management, and Internet search strategies. Working knowledge of one European language preferred.

Deadline: Open until filled.

Application: To apply, please email cover letter and resume to lsresumes@nypl.org. Refer to job code: LML-L3MYC. Only candidates selected for further consideration will be contacted. Equal Opportunity Employer.

www.nypl.org

Assistant Librarian at The Phoenix Symphony

General Information: The Phoenix Symphony announces an opening for an Assistant Librarian. This position will be limited to 35 hours/week, 42 weeks/year, including rehearsal and performance duties. Includes some evenings and weekends. Candidate must be able to travel between TPS library, office, Symphony Hall, and other venues.

Qualifications / Requirements:
• Basic knowledge of music theory, history, and terminology
• Basic knowledge of orchestral repertoire
• General knowledge of pops repertoire

www.nypl.org
• Candidate should be flexible, with strong organizational skills and close attention to detail
• Candidate must be able to work both independently and as part of a team, and must be comfortable working closely with musicians, staff, guest conductors, guest artists, and the Music Director
• Musical performance background preferred
• Prior music library experience of some kind preferred

Benefits: Health and dental insurance are included.
Deadline: Monday, October 23, 2006
Application: Christina Rossetti, Head Librarian
The Phoenix Symphony
455 North 3rd Street, Suite 390
Phoenix, AZ 85004

e-mail: crossetti@phoenixsymphony.org
fax: 602-253-1621

No phone calls please.

Head, Music Library at Duke University
General Information: Duke University Libraries seeks an experienced, innovative librarian responsible for the overall management of the Music Library and Music Media Center. 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. Collaborates with the Department of Music through committees, meetings and instruction/teaching activities.

Supervises three support staff and one professional librarian. Manages administrative functions of the Music Library and Music Media Center including budgeting and strategic planning. Works collaboratively with other departments to develop, evaluate and strengthen collections and services throughout the Perkins Library System. Serves on the relevant committees; participates in the library instruction, reference, research consultations and other public services activities. Reports to the AUL for Public Services.

Responsibilities:
. Plans, develops, manages, and evaluates the operations, services, and resources of the Music Library (including the Music Media Center): hires, supervises and evaluates staff; prepares and manages the departmental budget; oversees the physical facilities with assistance from Library and University staff; and manages capital equipment acquisition and renovations projects for the Music Library.

. Coordinates the systematic and balanced growth of the music collection, 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.

. Insures effective continuation of current circulation and reference services while promoting the development of innovative services and programs.

. Provides specialized reference and research assistance to students, faculty, and visiting scholars.
. Serves as primary liaison between the Music Library and the Department of Music faculty and students. Serves ex officio on the Music Library Committee.

. Monitors, reviews, and develops cooperative collection development relationships within the Triangle Research Libraries Network (TRLN).

. Depending on interest and academic background, may participate in the teaching program of the Department of Music by being regularly assigned one 3-hour course per academic year; may serve on graduate committees as a member of the Graduate Faculty; and/or may take part in faculty meetings and advise graduate students.

. Depending on interest and background, may participate in the rotational schedule of the Information Commons to provide general reference services to library users.

. Participates in professional organizations and activities as appropriate.

. Performs other related duties incidental to the work described herein.

Qualifications / Requirements:
It is the expectation that all Perkins Library staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity. In addition, managers and supervisors are expected to help develop a common vision by providing clear direction and priorities, clarifying roles and responsibilities, and promoting mutual understanding through effective communication. They are also expected to take the time to effectively plan and evaluate performance, provide feedback, recognition and coaching, and develop employees to achieve their personal and organizational goals.

Education
Required: MLS from an ALA-accredited program or a combination of appropriate graduate education and relevant experience.

Preferred: Advanced degree in musicology or ethnomusicology.

Experience
Required: 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; broad knowledge of the library’s role in music instruction and research; awareness of national and international issues and trends in music librarianship; demonstrated leadership, management and supervisory skills; excellent oral and written communication skills; and ability to work independently and collaboratively in a rapidly changing environment.

Preferred: Reading knowledge of one or more Western European languages; working knowledge of computer-based technology in libraries, including the use of an integrated library system; successful record with fundraising efforts; experience with space planning; significant participation in professional associations and/or relevant publications demonstrating leadership in library, university, national and international programs and initiatives in the field of musicology and/or library and information science; university teaching experience.
Salary, Rank & Benefits: Salary and rank dependent on qualifications and experience. Comprehensive benefits package includes 20 days vacation, 13 holidays, 12 days sick leave; health, dental, disability and life insurance; retirement plan options; and educational assistance and tuition grants.

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

Environment: The libraries of Duke University consist of the William R. Perkins Library and its six branches on campus: Rare Book, Manuscript and Special Collections, Biological and Environmental Sciences, Chemistry, Engineering and Math-Physics, Lilly and Music; the library at the Duke Marine Laboratory in Beaufort; and the independently administered libraries of the professional schools: The Ford Library at the Fuqua School of Business, Divinity School Library, Duke Law Library and the Medical Center Library. Duke's library holdings of 5.1 million volumes are among the largest of private universities in the United States. Duke is a member of the Triangle Research Libraries Network which promotes collaboration in the areas of collection development and management, access services, information technology, and human resources among the libraries of Duke University, the University of North Carolina-Chapel Hill, North Carolina Central University and North Carolina State University.

Duke University and Durham are located in the Research Triangle, a region that encompasses one of the nation's premier concentrations of academic, corporate, and public research. The Triangle region is rated among the most desirable areas in North America to live and work and has been identified by Money magazine as one of the "Best Places to Live" in the U.S.

Application:
To apply, please send a cover letter (including salary requirements), detailed resume and the names, addresses (postal and e-mail), and telephone numbers of three references to: Teresa Tillman, Library Human Resources, at library-jobs@duke.edu. Please include MUSIC in the subject line. If you do not have access to e-mail, please mail your application materials to

Box 90194
Duke University
Durham, NC 27708

Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.

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

Librarian at Florida West Coast Symphony
General Information: The Florida West Coast Symphony currently has a 37-week season, employs a core of 40 musicians and approximately 45 per-service musicians. The musicians are represented by AFM local 427-721. FWCS operates a significant education program, including 6 student performing ensembles and a number of adult instrumental classes. For more information on FWCS, please visit our website at www.fwcs.org.

Criteria: The librarian will be employed full time for approximately 10 months each season with a 2 month summer hiatus. Minimal music preparation may be necessary during hiatus, 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 season.
The Florida West Coast Symphony has a 37 week season, and a $5.5 million budget. Located on Sarasota Bay, the orchestra performs at their home Holley Hall, where the library is located, as well as other local venues.

Responsibilities:
• 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 as needed.)

Qualifications / Requirements:
• A Bachelor Degree in Music or comparable education and experience
• 2-3 years of experience in a professional performance 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

Salary & Benefits:
Florida West Coast Symphony offers competitive salary, benefits including health, vision, prescription, disability and 403(b), paid vacation, holidays, personal and sick leave.
Deadline: November 3, 2006
Application: Please submit resume and cover letter stating salary requirements to the attention of

HR Coordinator
Email: Job@FWCS.org (subject line: Librarian)

Or via FAX: 941-552-0409

Or via mail:

FWCS
709 North Tamiami Trail
Sarasota, Florida 34236

Assistant Professor of Library Science and Music - Music Librarian at Oklahoma City University
General Information:
The purpose of the position is to provide library service with a focus on the performing arts. The music librarian will supervise the music library and teach Music Research and Writing in the state of the art Wanda L. Bass Music Center. In addition, the music librarian will provide services for the Dulaney-Browne Library through reference, instruction, and faculty liaison. As a member of the university faculty, the music librarian is governed by the Oklahoma City University Faculty Handbook and must demonstrate continuing professional growth through participation in professional organizations and
continuing education. Salary is commensurate with experience and qualifications. The successful candidate is expected to participate in the department’s assessment program, and in student recruiting and retention efforts for the department and university. Effective teaching, scholarship and service are required for promotion and tenure.

Founded in the 1904, Oklahoma City University is an independent university affiliated with the United Methodist Church. The university is characterized by an intellectually challenging and vibrant student-centered learning community committed to preparing students to become effective leaders in service to others. With an enrollment of approximately 3600 students and low faculty-student ratio of 1:14, classes are small and students have many opportunities for close associations with faculty and staff in the classroom and beyond. Faculty and students are partners in a learning process that focuses on creating effective communicators who respect diversity, possess critical thinking skills and cultural and aesthetic awareness, and are prepared to be responsible and ethical leaders in their communities.

Oklahoma City University is ranked by U.S. News in the top tier of master’s level universities in the 2006 edition of “America’s Best Colleges.” Additional information about the university may be found at www.okcu.edu.

The Dulaney-Browne Library facilitates the pursuit of knowledge, develops information literacy, and supports the academic, intellectual, and spiritual research needs of the university and broader community by providing information resources and instruction in their use for the university and broader community. The library provides all non-law library materials and services for Oklahoma City University’s graduate and undergraduate programs. The library has more than 166,500 books, approximately 800 current journal subscriptions and many online database subscriptions. The library provides resources and services by cooperating with other libraries, purchasing books and other materials representing a broad range of views, participating in the United States Federal Depository Program, providing specialized leased information sources available through the Internet, providing preservation and access to various archival and special collections, maintaining a Foundation Center Cooperating Collection, and providing space and programming for interdisciplinary activities related to information use including PCs, group study rooms and wireless access.

The Wanda L. Bass School of Music, an all-Steinway school, is a fully accredited institutional member of NASM with twenty-two full-time and twenty-seven adjunct faculty members, 300 undergraduate and 50 graduate students. The School of Music provides a wide range of opportunities for music and intellectual growth with degrees offered at the bachelor and master levels. The Bass School of Music is part of the Margaret E. Petree College of Performing Arts, one of six colleges/schools within the university. Visit the Bass School’s web site at: http://www.okcu.edu/music/index.asp.

Responsibilities:
- Overseeing the operation of the music library.
- Managing the student workforce for the music library.
- Teaching Music Research and Writing.

- Participating in general reference and instruction services in the Dulaney-Browne Library (including some night and weekend hours).
- Acting as liaison between the Dulaney-Browne Library and academic disciplines in the performing arts (music, dance, and theater).
- Participating in faculty governance through membership on the Library Faculty Council and other councils and committees.

Qualifications:
**Required**
- Master of Library Science from a library or information science program accredited by the American Library Association.
- Masters degree in Music
- Excellent communication skills

**Preferred**
- Previous experience in an academic/music library
- Teaching experience
- Evidence of successful college-level teaching experience preferred
- Familiarity with OCLC

Salary & Benefits: Salary is commensurate with experience and qualifications. The position includes an excellent benefit package including: tuition remission for spouses and children pursuing a degree at Oklahoma City University and over 500 other participating private institutions, health insurance, long term disability, life insurance, family membership to wellness center, TIAA-CREF retirement plan. A brief synopsis of the faculty benefit package may be viewed on the www.okcu.edu/hr website.

Deadline: Review of applications begins February 1, 2007 and will continue until the position is filled.

Application:
Apply online at http://jobs.okcu.edu/ [search postings by using the "Working Title" of "Assistant Professor of Library Science and Music - Music Librarian"]

Please direct any questions about the position or search to:

Christina Wolf
Associate Professor of Library Science - Archivist/Special Collections Librarian
Oklahoma City University
2501 N Blackwelder
Oklahoma City, OK 73106
cwolf@okcu.edu

Oklahoma City University, in compliance with federal laws and regulations, does not discriminate on the basis of race, sexual orientation, color, national origin, sex, age, religion, disability or status as a veteran in any of its educational programs, activities, policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. The university also expects vendors who provide employment opportunities related to the university to observe these policies and practices.

The Vice President for Administration and Finance, located in Room 402 of the Administration Building, serves as the university's affirmative action officer and coordinates the University's compliance with
Title VI, Title VII, Title IX, Section 504 of the ADA and the ADEA. Inquiries concerning application of and compliance with these regulations should be addressed to the coordinator or to the Office of Civil Rights.

Information Services Librarian - Music Specialty at Mansfield University
General Information: Tenure-track Instructor or Assistant Professor position starting the fall semester 2007.
Responsibilities: Provide general reference service (including evening and weekend rotation) in a team-approach environment: retrieve information using a variety of print, electronic and online resources; and serve as liaison for the purposes of collection development and library user instruction for Music, Literature, and other Humanities disciplines. About one-fourth of daily duties will be committed to music librarianship. To learn more about the North Hall Library and our commitment to students, visit us at: http://lib.mansfield.edu/.

Qualifications:
Required: 1) MLS from an ALA-accredited institution (PhD required for appointment at Assistant Professor rank); 2) excellent written and oral communication skills; 3) demonstrated teaching ability; 4) significant knowledge of music literature as evidenced by course work, degree or experience in several music disciplines; 5) demonstrated proficiency in using computer technologies including MS Office Suite and online searching skills; and 6) completion of a successful interview (which includes a 30-minute presentation) and criminal background check.

Desired: 1) appropriate work experience in an academic library; and 2) experience in audio and print digitization and other library computer technologies and applications. Must complete additional graduate course work to be eligible for tenure.

Essential Functions: Provide general and music reference assistance; provide library user instruction; and complete liaison, instruction and collection development responsibilities for an integrated collection of books, recordings and other materials. Communicate clearly and effectively in writing and speaking. Use computer skills proficiently and acquire new technology skills as needed. Work cooperatively within the department. Continued scholarly growth and service to the department, university, or community are some of the requirements for tenure.

Salary, Rank & Benefits: Instructor or Assistant Professor rank. Salary is competitive and dependent on qualifications and experience. Nine-month, academic-year salary range begins at $40,599 for Instructor and $46,999 for Assistant Professor. Excellent faculty benefits: http://hr.mansfield.edu/benefits.html.

Deadline: Review of applications will begin: January 30, 2007. Applications will be accepted until the position is filled.
Application:
Submit a letter of intent; resume; copies of undergraduate and graduate transcripts, and the names, addresses, and phone numbers of three references to:

Search Committee, attn: Position F2006-06
Human Resources Department
109 Alumni Hall
Mansfield University
Mansfield, PA 16933
A condition of employment is a complete set of official transcripts for all academic work. Completion of a Mansfield University faculty application is required for interview candidates.

Setting: Located in the beautiful mountains of north central Pennsylvania, Mansfield University is a regional state university in the Pennsylvania State System of Higher Education, currently enrolling over 3,500 students, with more than 400 graduate (mostly part-time) students. The university is located in Tioga County, noted for its quality of life and numerous recreational opportunities. It is home to five state & federal parks, seven lakes, the Pine Creek Rail Trail, and 50-mile long gorge of the Pennsylvania Grand Canyon. The university is an hour south of the Finger Lakes Wine Country of upstate New York.

Technical Reports Editor at Music Library Association
Position Description: The Technical Reports Editor oversees the preparation of new volumes for the series from the proposal stage through the final publication process. The editor reports to the President and Board of Directors and is a member of the Publications Committee.

Responsibilities: Receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts to be recommended to the Board of Directors for publication. Recommendations to the Board include such information as description and justification for the project, proposed format, estimated length, estimated timetable for publication, and recommended number of copies. Upon receiving Board approval, performs final editing of the manuscripts in preparation for publication.

Works with representatives from Scarecrow Press to see the volume through to publication.

Notifies Treasurer/Executive Secretary and Publicity Officer of all publication dates in advance, and submits annual budget requests to the MLA Fiscal Officer.

Submits reports to each meeting of the Board of Directors, copied to the chair of the Publications Committee.

In addition, the editor will regularly evaluate the purpose of the Technical Reports series, its relationship to other MLA publications, to MLA's publications program in general, and to changing patterns in publishing.

Qualifications: Membership in MLA, and familiarity with its publications. Effective communication skills, including excellent writing and editorial skills. Ability to think creatively about possible series content, and to motivate and encourage potential authors to bring projects to completion.

Successful experience as an author and/or editor highly desirable.

Honorarium: The editor receives $350 for each completed, newly published title, to be paid after the receipt of initial royalties for that publication.

Term: Term to begin at the end of the annual meeting in March, 2007.
Deadline: 19 January 2007

Application: Send nominations or letters of application accompanied by a resume and the names and contact information of three references to:
Deborah Campana, Chair
MLA Technical Reports Search Committee
Oberlin Conservatory Library
77 W. College Street
Oberlin, OH 44074

If possible, interviews will be held during MLA’s annual meeting in Pittsburgh.

The other members of the Search Committee are Ken Crilly, Ruth Henderson, and Mimi Tashiro.

Assistant Librarian, Music Metadata Librarian (Temporary 2-year Appointment) at Baylor University

General Information: Chartered in 1845 by the Republic of Texas, Baylor University is the oldest university in Texas and the world’s largest Baptist University. Baylor’s mission is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community. As reflected in Vision 2012, Baylor aspires to become a top tier research university while remaining committed to its Christian heritage. Baylor is actively recruiting faculty supportive of its mission and vision.

We invite you to discover the vision (www.baylor.edu/vision/) and excitement at Baylor as we seek to fill a 2-year, temporary Academic Professional position in the Electronic Library.

Responsibilities: Create original metadata records from source materials such as LPs, 78s, etc., including links to image and audio files stored in CONTENTdm, help establish appropriate metadata schema for each respective material type and maintain bibliographic standards.

Qualifications: Candidates should possess an earned ALA-accredited Master’s degree in Library and Information Studies with demonstrated cataloging experience. Candidates must have a music degree or strong music background and successfully demonstrate knowledge of and experience with AACR2, MARC, metadata schema, LC subject headings and LC cataloging policies and practices.

Salary: Salary is commensurate with experience and qualifications.

Deadline: Applications will be reviewed beginning December 1, 2006, and will be accepted until the position is filled. To insure full consideration, applications must be submitted before January 15, 2007.

Application:
Interested candidates are required to submit a letter of interest, curriculum vitae, and a list of three professional references.

Applications must be sent by mail and e-mail to:

Billie Peterson-Lugo
Assistant Director/Electronic Library, Music Metadata Librarian Search Committee
One Bear Place #97148
Waco, Texas 76798-7148
Billie_Peterson@baylor.edu

To learn more about this position please follow the Available Faculty Positions link on the Human Resource Services website, www.baylor.edu/hr_services. To find out more about the exciting things happening at the Baylor University Libraries, visit www.baylor.edu/lib.

Baylor is a Baptist university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Employment Opportunity employer, Baylor encourages minorities, women, veterans, and persons with disabilities to apply.

Head Librarian at San Francisco Conservatory of Music

General Information: The San Francisco Conservatory of Music is an independent, freestanding conservatory with institutional membership in NASM and WASC. We moved into a new home this fall, in the vibrant performing arts district of this most beautiful and distinctive of cities. The eight-story, 76,000 square foot facility was completed at a cost of $80 million and includes 5,000 square feet of library space on the top floor, with sweeping views of the city and surrounding hills. The Conservatory’s mission is to conserve our musical legacy, to serve our society, and to create a vibrant future for our students through an intense, personal educational process. The collegiate curriculum is the vehicle by which this mission is implemented, and the library collections both support and enrich that curriculum. Unlike conservatories of music which are allied to a larger academic institution, the independence of SFCM means that the library is not solely a music library, but one which collects in all fields to support our goal of the holistic musician.

We currently enroll 380 collegiate students pursuing bachelor’s degrees in performance and composition, master’s degrees in performance, composition, accompanying, and conducting, the Artist Certificate in chamber music, and professional studies diplomas in performance. 600 students study in the Preparatory and Adult Extension Divisions. For more information about SFCM, please see www.sfc.edu.

We seek a Head Librarian to assume leadership of a comprehensive collection now encompassing 40,000 scores, 15,000 audio and video recordings, 14,000 monographs, and 75 journal titles. The Conservatory is a member of the Statewide California Electronic Library Consortium; the library online catalog is provided by Innovative Interfaces. The Head Librarian reports directly to the Dean and serves on campus committees as appropriate.

Responsibilities:
- developing and managing the collections, services, and all aspects of operations of the library including cataloging, acquisitions, circulation, reference, budgeting, and systems management
- developing and implementing innovative programs and services
- coordinating library services, collections and programs with the faculty of the Conservatory
- providing library instruction and research assistance
- managing a staff of 1 full-time employee, 3 part-time employees, and numerous student assistants
- supporting library initiatives in grant-seeking and development
- oversight of the physical facilities and equipment of the library
- preparing and managing the departmental budget and capital equipment acquisition

Qualifications:
(Your application must specifically state your qualifications in each of the following areas.)
Required: Master's degree in library science from an ALA accredited institution and a bachelor’s degree in music. Minimum five years of progressively-responsible experience as a music librarian in an academic, research, or special library—conservatory library experience desirable. Experience in music cataloging, reference and collection development. Demonstrated managerial and supervisory skills, including the supervision of staff. Excellent verbal, written and interpersonal communication skills. Commitment to professional development. Strong service orientation.

Preferred: Advanced degree in music history or musicology. Three years of experience as a head in a department, branch, or conservatory library. Experience with current issues and technologies relevant to music librarianship in the academic and/or conservatory library environment. Experience providing library instruction. Demonstrated ability to work in a collaborative environment. Experience with Innovative Interfaces desirable. Working knowledge of European languages desirable.

Salary & Benefits: Minimum salary $65,000; commensurate with credentials and experience. Comprehensive benefits package includes medical, dental, and TIAA-CREF retirement plan.

Deadline: January 10, 2006. If not filled, then the first of every month thereafter until the search is closed.

Application: Please submit a letter of interest, a résumé or vita, and the names, addresses (including e-mail addresses if possible), and telephone numbers of five recent professional references. Application packet must specifically address educational background and work history as it pertains to each of the qualifications cited above. Mail to
Karen Heather
Human Resources Manager
San Francisco Conservatory of Music
50 Oak Street
San Francisco, CA 94102

kj@sfcm.edu

T (415) 503-6237
F (415) 503-6299

Hiring is contingent upon eligibility to work in the United States. EOE.

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Audio and Visual Media Conservator at Emory University
Emory University Libraries invites applications for a professional position from individuals with a background in a research library, archives, or museum to provide a range of preservation and reformatting services for sound recordings, moving images, and photographic materials held primarily in special collections but also in general circulating collections. The Conservator reports to the Preservation Officer and serves all of the Emory University Libraries which include the General Libraries and libraries for health sciences, law, theology, business and Oxford College. For more information see http://web.library.emory.edu/preservation/.
Responsibilities: The Audio and Visual Media Collections Conservator in consultation with curators, archivists, and librarians, will identify and prioritize materials in need of conservation, stabilization and/or reformatting; perform condition surveys; and develop action plans. The Conservator will advise on storage, care & handling, presentation/exhibition, and reformatting options. He/she will reformat or migrate materials using analog and digital technologies and will stabilize and re-house materials. Work will include the preparation of treatment and project reports and the creation or recording of relevant metadata. The Conservator will identify vendors and develop RFPs for equipment and services and will monitor contracts and budgets. He/she will develop grant projects and participate in writing grant proposals. The Conservator will develop disaster preparedness and recovery plans and participate in other preservation and conservation initiatives.

Qualifications:
Required: Master's degree in library science or related field and training in sound, moving image, photographic materials preservation or conservation. Experience in resolving preservation problems associated with magnetic media, digital media, motion picture film and/or photographic materials. Experience working with vendors/contractors and experience in at least two of the following areas: audio or video production or reformatting; motion picture film preservation; digital imaging; and treating or stabilizing photographic materials. Knowledge of common and emerging metadata standards and schemes. Proven project management skills. Excellent oral and written skills. Ability to work effectively as a member of team as well as independently. Preferred: Knowledge of library and archives collection management practices and issues. Supervisory experience. Experience developing databases. Experience developing web pages.

Salary, Rank & Benefits: Salary and rank dependent upon qualifications and experience. Comprehensive benefits package, including tuition benefits. Several retirement plan options, including TIAA/CREF. Generous support for moving expenses.

Deadline: Application review begins early November and continues until the position is successfully filled.

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

Dianne M. Smith
Library Human Resources Officer
Robert W. Woodruff Library
Emory University
Atlanta, GA 30322-2870

Applications may be faxed to 404/727-0805 or e-mailed to libln@emory.edu.

Environment: One of the nation's leading research universities, Emory excels in scholarly production of faculty, strength of new faculty and administrative appointments, volume of sponsored research, academic achievement of entering students, racial and gender diversity of the faculty and students, endowment support, and national reputation of both the university and healthcare. The Libraries of Emory University include the General Libraries and Libraries for health sciences, law, theology, business and Oxford College. Holdings of the Emory Libraries total approximately 2.7 million volumes and 15,000 linear feet of manuscripts and archives. The libraries offer access to thousands of electronic information resources. The Woodruff Library's Center for Library and Information Resources provides an integrated
service environment that brings together technology and media specialists with librarians in a facility that includes an information commons, electronic classrooms, a distance learning classroom, the Center for Interactive Teaching, a state-of-the-art language lab and classrooms, the high-tech Goizueta Business Library, the new Heilbrun Music and Media Library, the Electronic Services Data Center, group study rooms, and comfortable study space with data connections as well as wireless access throughout the building. The Emory Libraries are members of the Association of Research Libraries, OCLC, the Research Libraries Group, the Center for Research Libraries, the Coalition for Networked Information, and the Digital Library Federation (for more information about the libraries visit http://web.library.emory.edu).

Technical Services Librarian at Country Music Hall of Fame & Museum

Description: Full-time. Will work under the supervision of Associate Librarian and Senior Director, Museum Services. Duties include: managing the library’s print collection, including: cataloging books, songbooks, sheet music and other print materials; overseeing clippings scanning project; acquiring new books for collection; maintaining clippings files and other finding aids; supervising interns/volunteers; planning and developing long-range goals for the collection; assisting in other projects as needed.

Qualifications: MLS from an ALA accredited institution with a minimum of 2 years experience in 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: Open 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

cstate@countrymusichalloffame.com

No phone calls please.

EOE

Music User Services Coordinator and Assistant or Associate Professor of Library Administration at University of Illinois Library at Urbana-Champaign


Duties and Responsibilities: The University of Illinois Music Library is looking for an energetic, service-oriented librarian with experience in developing and maintaining user services and collections, both in print and non-print formats. The responsibilities of the Coordinator will include overseeing music reference services, including training of reference staff; organizing user education, information literacy, and outreach activities for library patrons; and participating in stock selection. The Coordinator will also play a lead role in developing and maintaining the library’s digital information services, including online reserves; and in actively providing reference service and user instruction. The Coordinator will also be responsible for maintaining and developing the Music Library’s web pages. As a member of the Music
Library faculty, the Music User Services Coordinator participates in shared planning and decision-making for the library.

Environment: The University of Illinois Library at Urbana-Champaign is one of the preeminent research collections in the nation and the world. With more than 10 million volumes and a total of 23 million items, it ranks highly among academic libraries in the United States and first among public university libraries in the world. As the intellectual heart of the campus, the Library is committed to maintaining the strongest collections and services possible and engaging in research and development activities—both of which support the University’s mission of teaching, research, and public service. The UIUC Library is the third largest academic library in the United States and has a collection of more than ten million volumes. The Library employs approximately 100 library faculty and 300 library staff. For more information, see http://library.uiuc.edu.

The Library consists of more than forty departmental libraries that are located throughout campus and administratively organized into eight divisions. The Music Library, founded in 1944 and located in the Music Building, is among the largest collections of its kind at a public university. The library supports a wide range of graduate and doctoral programs in the School of Music and collects materials within most fields of musical performance, music education, musicology, music theory, and composition. The staff comprises 3 FTE librarians, 8.5 FTE staff, 1 FTE graduate assistant, and 3.5 student employees. The library’s special collections include the Harry Partch Archives (manuscripts, films, sound recordings, and papers), the microfilm collection of the Musicological Archives for Renaissance Manuscript Studies (representing more than 1,600 manuscripts of polyphonic music), the Lawrence King Opera Collection (over 40,000 sound and video recordings, scores, photographs, and librettos), the Gottfried Fraenkel Collection of eighteenth- and nineteenth-century editions of European music (approximately 900 titles, including many first editions), a collection of approximately 100,000 titles of American popular music from the 1790s through the 1970s, and the Walter J. Kasura collection of Russian folk-orchestra music (23,000 titles). For more information see the library’s website at http://www.library.uiuc.edu/mux.

Qualifications:
Required: Master’s degree or equivalent from an ALA-accredited library school and a bachelor’s degree in Music or equivalent. Minimum two years experience in an academic Music Library. Experience providing reference service and creating and maintaining web pages and web-based resources. Ability to read German or French. Strong interpersonal skills. Effective written and oral communications skills.

Preferred: Experience selecting music materials for an academic library. Graduate study in Music. Evidence of a commitment to professional development, research and service.

Salary and Rank: Salary and rank commensurate with credentials and experience. This is a full-time faculty appointment at the rank of Assistant or Associate Professor, depending on service and research record. Librarians have faculty rank and must demonstrate excellence in librarianship, research, publication, and service in order to meet university standards for promotion and tenure.

Terms of Appointment: Twelve month appointment; 24 work days vacation per year; 11 paid holidays; 12 annual sick leave days (cumulative), plus an additional 13 days (non-cumulative) per year if necessary; health insurance, requiring a small co-payment, is provided to employee (coverage for dependents may be purchased); participation in State Universities Retirement System is required, includes several private options, is compulsory (8% of staff member’s salary is withheld and is refundable upon termination); newly hired university employees are covered by the Medicare portion of Social Security and are subject to its deduction.
Campus and Community: The University of Illinois at Urbana-Champaign is a comprehensive and major public land-grant university (Doctoral/Research University-Extensive) that is ranked among the best in the world. Chartered in 1867, it provides undergraduate and graduate education in more than 150 fields of study, conducts theoretical and applied research, and provides public service to the state and the nation. It employs 2,000 faculty members who serve 26,000 undergraduate and 10,000 graduate and professional students; approximately 25% of faculty receive campuswide recognition each year for excellence in teaching. More information about the campus is available at http://www.uiuc.edu. The University is located in the twin cities of Champaign and Urbana, which have a combined population of 100,000 and are situated about 140 miles south of Chicago, 120 miles west of Indianapolis, and 170 miles northeast of St. Louis. The University and its surrounding communities offer a cultural and recreational environment ideally suited to the work of a major research institution. For more information about the community visit http://www.uiuc.edu/misc/campus.html, http://cucvb.org/, or http://www.ccchamber.org/.

Deadline: In order to ensure full consideration, applications and nominations must be received by December 8, 2006.

Application:
Send letter of application and complete resume with the names, addresses, telephone numbers and e-mail addresses (where available) of three references to:

Cindy Kelly  
Head, Human Resources  
University of Illinois Library at Urbana-Champaign  
1408 West Gregory Drive  
Urbana, IL 61801  
Phone 217-333-8169

EQUAL OPPORTUNITY EMPLOYER

Music and Performing Arts Librarian at University of Notre Dame
General Information: The University Libraries of Notre Dame seek an innovative and user focused librarian to lead its support for music and the performing arts.

Responsibilities: The Music and Performing Arts Librarian is responsible for planning and providing services and collections to students and faculty in the departments of Music and Film, Television & Theatre. Services include reference, research consultation, library instruction, and liaison with faculty to support their courses and research interests. Manages an acquisitions budget enabling the development of print, audio, and video collections. Formulates collection development policies, and assesses collections for quality, adequacy and condition. Oversees cataloging via external sources such as TechPro in coordination with the Cataloging Department. Maintains effective service environments, both physical and virtual, for students, faculty and staff. Evaluates and helps to implement new technologies related to music and the performing arts, including the digital delivery of audio and video materials. Reports to the Head of the Arts, Architecture and Media Department.
Qualifications: Candidates must have a Master’s degree from an ALA-accredited library program. Subject background in music is required; familiarity with other performing arts is preferred. A reading knowledge of at least one modern European language is required. Familiarity with appropriate digital technologies is desired. Some experience in providing support to faculty and students in areas such as reference, collection development, and library instruction is desired. Some familiarity with music cataloging is desired. Must have excellent oral, written, and interpersonal skills; the ability to work collegially; and a strong service orientation. Librarians are expected to be active professionally and to contribute to developments in the field.

Salary, Rank & Benefits: Salary and rank offered commensurate with experience and qualifications (minimum salary of $38,000). Librarians are non-tenure track members of the faculty and earn 20 days vacation annually, plus University holidays including the week between Christmas and New Year’s Day. The University offers an excellent benefits package.

Environment: The University of Notre Dame is a highly selective national Catholic teaching and research university, located in northern Indiana ninety miles from Chicago. Approximately 8,200 undergraduates and 3,100 graduate students pursue a broad range of studies. The University Libraries house approximately 3 million volumes within the main Hesburgh Library and seven branches and currently subscribe to nearly 17,000 serials. The Libraries have a staff of 198 including 48 librarians.

Deadline: Review of applications will begin on December 1, 2006 and will continue until a successful candidate is chosen.

Application: Electronic submission of application documents is strongly encouraged. Please send a letter of application, curriculum vitae, and names, addresses, phone numbers and email addresses of three references to: Stenberg.2@nd.edu

Michelle Stenberg
Library Administrative Offices
221 Hesburgh Library
University of Notre Dame
Notre Dame, IN 46556.

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

Head, Humanities and Special Collections Cataloging Unit at University of Florida

General Information: The Unit Head directs the activities of the unit as it fulfills its responsibility to provide descriptive metadata for Humanities, Architecture and Fine Arts, and Special Collections material. Supervises 3 faculty and 4 support staff, and grant staff as required, in completing original and complex shared cataloging of materials in a variety of formats and languages and using appropriate metadata standards, including, but not limited to, AACR2Rev, LC Classification, LC Subject Headings, and MARC21. Participates in national cooperative cataloging programs such as BIBCO, CONSER, NACO, and SACO. Coordinates unit cataloging workflow and assesses output. Oversees the training and development of unit members. Establishes unit cataloging priorities in keeping with library and department goals and in consultation with selectors and curators. Collaborates with the department...
management team to set cataloging policy and develop procedures. Evaluates the effectiveness of the unit in meeting its goals.

Responsibilities:
1. Manage the day-to-day work of the unit and sets goals to focus the unit's efforts.
2. Lead unit in conforming to national cataloging metadata standards and oversee training of unit members.
3. Revise workflow as needed to assure efficient throughput.
4. Collaborate with department management team to address policy issues, create procedures, and resolve problems.
5. Consult with Humanities and Architecture and Fine Arts selectors and Special Collections curators to determine priorities.
6. Coordinate unit's contribution to digitization initiatives.
7. Maintain and analyze unit statistics.
8. Evaluate unit productivity throughout the year and submit annual report.
9. Keep abreast of current and emerging metadata standards and practices as well as issues and developments in library technical services in general.
10. Contribute to the libraries, the university, and the profession through scholarship and service activities.

Qualifications:
Required:
1. Masters degree in Library or Information Science from an ALA-accredited program.
2. Minimum 2 years experience doing original cataloging of multiple formats.
3. Knowledge of FRBR, RDA, and other current and emerging cataloging rule changes.
4. Knowledge of AACR2, LCSH, LC Classification, MARC21, Dublin Core.
5. Familiarity with EAD and emerging descriptive metadata standards.
6. Reading knowledge of one or more Romance languages.
7. Demonstrated supervisory skills.
8. Excellent analytical and organizational skills.
9. Ability to work as a team member in a complex academic research library environment.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to meet deadlines and work independently.
12. Flexibility and creativity in a changing library environment.
13. Strong potential for meeting the requirements for tenure and promotion.

Preferred:
1. Graduate degree in Humanities, Fine Arts, or other related field.
2. Experience with cooperative cataloging programs.
3. Experience managing cataloging unit in an academic research library.
4. Experience using the Aleph integrated library system.
5. Reading knowledge of German and/or a Slavic language.
6. Experience with descriptive bibliography, manuscript collections and/or background in the history of the book.

The University: The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of 48,000. It ranks third nationally in size of student body and eighth nationally in the number of merit scholars enrolled in the freshmen class. The University is a member of the Association of American Universities and offers the Ph.D. in more than 90
fields and the Master's degree in more than 120 fields. For more information please consult the UF
The University of Florida Libraries are members of the Association of Research Libraries, the Center for
Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than
400 FTE librarians, technical/clerical staff and student assistants. For more information about the
Libraries, please visit http://www.uflib.ufl.edu.

The Cataloging and Metadata Department in the Technology Services Division supports the academic
programs of the University by organizing, describing, and providing physical processing for the books,
journals, electronic resources, sound and video recordings, microforms, maps, and other material
purchased or received by the library system. Ten librarians and eighteen support staff catalog
approximately 60,000 titles per year in compliance with national standards of bibliographic control and
in keeping with established priorities. In addition, the department oversees the loading of e-resource
and microform packages resulting in the addition of thousands of records to the library catalog each
year. Original record contributions to OCLC, an international bibliographic database, number 5,000
annually. The department participates in international cooperative cataloging programs including
CONSER, BIBCO, NACO, Saco, and AGRICOLA. Four units - Copy Cataloging, Science and Social Science
Cataloging, Humanities and Special Collections Cataloging, and Authorities and Metadata Quality - and
the Principal Serials Cataloger collaborate to create efficient workflows and apply the latest technologies
in order to meet user needs. For more information, see the department's Web site at
http://www.uflib.ufl.edu/catmet/.

Salary, Rank & Benefits:
RANK: Assistant University Librarian

REPORTS TO: Chair, Cataloging and Metadata Department

SALARY: $45,000 minimum

REQUISITION #: 037844

Twenty-two vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan
options; insurance benefits; tuition fee waiver program; no state or local income tax.

Deadline: Apply by January 31, 2007 (applications will be reviewed as received).
Application: The University of Florida is an equal opportunity employer and is strongly committed to the
diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of
ethnic minorities and disabled persons, are especially encouraged to apply.
Please reply by e-mail. Send, as attachments (MS-Word format preferred), a cover letter describing your
interest in and qualification for this position, resume and list of three references. Include address,
telephone and email information for references. Please include a 250-word document expressing your
opinion on the topic, "The Changing Role of Cataloging in the Academic Research Library Environment."
All inquiries and submissions of required application materials should be sent to Brian Keith, Smathers
Libraries Human Resources Officer, at: brikeit@uflib.ufl.edu.

Web Editor for the Copyright for Music Librarians website for Music Library Association
Term of Appointment:

MLA Job Archives – 2006 | p.125
Minimum two years; no specified maximum term

Responsibilities:
• Responsible for the content of the Copyright for Music Librarians website.
• Updates the website in a regular and timely manner and in coordination with the Music Library Association Web Editor and the Legislation Committee Chair.
• Maintains and revises the structure and graphical content of the website to ensure that it is easy to navigate, logically organized, and conforms to design standards (to be developed in collaboration with the MLA Web Editor).
• Develops content for the site, including FAQs, lists of web resources, news items, and guidelines; this requires both linking to existing content and, in the case of FAQs and news items, writing text.
• Encourages new content and uses for the website in collaboration with the MLA Legislation Committee, the MLA Web Editor, and the MLA Board.
• Responds to e-mails sent to Copyright Web Editor, or forwards them to the Chair of the Legislation Committee for further consideration.
• Assists the MLA Web Editor with administrative and technical issues concerning the Copyright website, including maintenance of the site’s domain name and transference of the site to different servers, as necessary.
• Submits quarterly and annual reports to the MLA Board, with copies to the Legislation Committee Chair and the Publications Committee Chair.
• Submits an annual budget for/to the MLA Board.
• Serves ex officio on the Legislation Committee.
• Serves on the MLA Publications Committee.

Qualifications:
Required qualifications:
• Familiarity with copyright law and current awareness of copyright issues and information resources.
• Ability to write and edit basic html.
• Knowledge of the common web browsers and programs for editing and developing websites; examples include: Dreamweaver, Flash, FireFox, Internet Explorer, Safari.
• Knowledge of dynamic code (.asp).
• Familiarity with web file formats for graphics and text such as .pdf, .GIF, .jpg, etc.
• Experience with a graphic editor or web graphic tools such as Photoshop.
• Ability to write clearly and succinctly and to edit documents for grammar and punctuation.
• Individual membership in MLA at time of appointment and throughout appointment.

Desired qualifications:
• Basic knowledge of JavaScript.
• Familiarity with the MLA administrative structure.
• Cross-browser website development experience.
• Aesthetic judgment.

Deadline: Open until filled.

Application:
Send nominations or letters of application accompanied by a resume and the names and contact information of three references to Gordon Theil, Co-Chair, Copyright Website Editor Search Committee at:
gtheil@library.ucla.edu

If possible, interviews will be held during MLA’s annual meeting in Pittsburgh. The Committee will begin reviewing applications in January.
The other members of the Search Committee are Linda Solow Blotner (Co-Chair), Amy Dankowski, and David Gilbert.

Multimedia Archive Manager with Blue Man Group

General Information: Blue Man Group is an organization dedicated to creating exciting and innovative work in a wide variety of media. We are perhaps best known for our successful theatrical productions which combine comedy, music and multi-media artistry to create a form of entertainment that is totally unique. Currently, we have shows running in seven cities through North America and Europe. Blue Man Group has also recorded three albums; the Grammy nominated Audio, and The Complex, which became the musical basis for The Complex Rock Tour and Blue Man Group’s live concert DVD, and most recently, Live at The Venetian - Las Vegas featuring ten live tracks from our Vegas show, released exclusively on itunes. We have also branched out into musical scoring for TV, film and video games, museum exhibits, children’s instruments and much more.

With all of the exciting things going on, Blue Man Group is looking for an experienced archivist to create a flexible, accessible archive of all of our video, audio, photographic and textual material. This is an exciting opportunity for a creative, collaborative, and well organized professional to bring your archiving skills to an innovative artistic organization.

Responsibilities: The Multimedia Archive Manager is responsible for creating, organizing, and managing photographic, video, audio and textual information for digital and non-digital archive storage. This role will oversee the building of the archive system(s), design and create finding aids for all material, collaborate with different departments to discover all materials to be included and assist fellow staff with research. The Archive Manager may also be involved with developing a disaster recovery system.

Requirements: Requirements for this role are an MLS or equivalent, a flexible attitude with a focus on creating a user friendly archive system. Minimum three years’ archives experience and demonstrated knowledge of current archival theory and practice. Familiarity with multiple on-line media management systems a must! Formal training in archives administration strongly preferred. Must have excellent communication and relationship building skills.

Deadline: Open until filled.

Application: Human Resources
Blue Man Productions
fax 212/226-6609
hr@blueman.com
www.blueman.com

Technical Services Librarian at New England Conservatory of Music

General Information:
Position: Technical Services Librarian
Date Posted: December 6, 2006
Department: Spaulding Library
Start Date: February, 2007
Hours: Full-time, M-F, 9AM to 5PM
Salary: Commensurate with experience
Reports to: Head of Technical Services
Status: Exempt

Qualifications:
• MLS from ALA-accredited school required
• Minimum one year of music cataloging experience using AACR2, MARC formats and LC subject heading and classification schemes required.
• Experience with cataloging microforms, manuscripts and rare materials highly desirable.
• Knowledge of software modules for serials and standing orders highly desirable.
• Working knowledge of most European languages, (esp.: French, German and Italian) required.
• Bibliographic knowledge of Cyrillic helpful.
• Basic knowledge of standard repertoire in major areas of performance required.
• Strong organizational, oral and written communication skills.
• Rigorous attention to detail and keen problem-solving skills.
• Demonstrated ability to retrieve and shelve collection materials.
• Knowledge of software modules for serials and standing orders highly desirable.
• Previous supervisory experience required.
• Ability to work independently as well as a member of a team.

Summary of Position:
• Responsible for original cataloging of library materials in all formats
• Oversees all serials and standing order processes
• Prepares bibliographic records for the online catalog
• Upgrades and/or enhances bibliographic records in the national database (OCLC)
• Edits bibliographic records in the local database (FLO)
• Performs authority work and maintains bibliographic data in the FLO database
• Catalogs rare materials according to national standards
• Trains, motivates and directs the Technical Services Assistant and student assistants assigned to the Cataloging Department
• Assists with the maintenance and development of the Spaulding Library collections

Salary: Commensurate with experience.

Deadline: Open until filled.

Application:
Please e-mail your cover letter and resume to:

Human Resources at jobs@newenglandconservatory.edu.

New England Conservatory of Music encourages the application of all candidates without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, mental or physical disability or veteran status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, or other Conservatory-sponsored activities. The Vice President of Finance and Administration coordinates the Conservatory’s effort in complying with this policy.