### JANUARY

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archivist, Popular Music Collections</td>
<td>Georgia State University</td>
</tr>
<tr>
<td>Library Cataloger</td>
<td>Brewton-Parker College</td>
</tr>
<tr>
<td>MultiMedia Librarian</td>
<td>Youngstown State University</td>
</tr>
<tr>
<td>Cataloging Coordinator</td>
<td>Sam Houston State University</td>
</tr>
<tr>
<td>2007 Tanglewood Music Center Orchestra Library Fellowship</td>
<td>Tanglewood Music Center</td>
</tr>
<tr>
<td>IAML-US Webmaster</td>
<td>U.S. Branch of the International Association of Music Libraries, Archives, and Documentation Centres (IAML)</td>
</tr>
<tr>
<td>IAML-US Treasurer</td>
<td>U.S. Branch of the International Association of Music Libraries, Archives, and Documentation Centres (IAML)</td>
</tr>
<tr>
<td>Director of Development</td>
<td>Anthology of Recorded Music, Inc. (New World Records / DRAM)</td>
</tr>
<tr>
<td>Assistant Librarian, Music Metadata Librarian</td>
<td>Baylor University</td>
</tr>
<tr>
<td>Temporary 2-year Appointment</td>
<td></td>
</tr>
<tr>
<td>Media Services Librarian</td>
<td>Temple University</td>
</tr>
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### FEBRUARY

<table>
<thead>
<tr>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Music Librarian</td>
<td>University of Oregon</td>
</tr>
<tr>
<td>Music and Media Cataloger</td>
<td>New York Public Library</td>
</tr>
<tr>
<td>Music and Media Center Manager</td>
<td>New York University</td>
</tr>
<tr>
<td>Technical Services Assistant V/Music Cataloger</td>
<td>Cornell University</td>
</tr>
<tr>
<td>Mary Flagler Cary Curator of Music Manuscripts and Printed Music</td>
<td>The Morgan Library &amp; Museum</td>
</tr>
<tr>
<td>Music/Performing Arts Librarian and Coordinator of the Music Library(reposted)</td>
<td>DePauw University</td>
</tr>
<tr>
<td>Academic Librarian</td>
<td>University of Central Arkansas</td>
</tr>
<tr>
<td>Supervisory Librarian</td>
<td>Library of Congress</td>
</tr>
<tr>
<td>Director of Arts and Media Library Services</td>
<td>University of Virginia</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>University of Maryland</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>University of Southern California</td>
</tr>
</tbody>
</table>
### MARCH

<table>
<thead>
<tr>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Head of Special Collections</td>
<td>University of Missouri-Kansas City</td>
</tr>
<tr>
<td>Director of Arts and Media Library Services</td>
<td>University of Virginia</td>
</tr>
<tr>
<td>Music Librarian for Audio and Digital Services</td>
<td>University of South Carolina</td>
</tr>
<tr>
<td>Librarian</td>
<td>The Dallas Opera</td>
</tr>
<tr>
<td>Orchestra Librarian(s)</td>
<td>Aspen Music Festival and School</td>
</tr>
<tr>
<td>Head, Jean Gray Hargrove Music Library</td>
<td>University of California, Berkeley</td>
</tr>
<tr>
<td>Reference/Instruction Librarian-Humanities</td>
<td>Indiana State University</td>
</tr>
<tr>
<td>Visiting Librarian, Arts and Humanities</td>
<td>Grand Valley State University</td>
</tr>
<tr>
<td>Special Formats Cataloger</td>
<td>University of Texas at San Antonio</td>
</tr>
<tr>
<td>Head, Arts and Special Collections</td>
<td>Carnegie Mellon University</td>
</tr>
<tr>
<td>Head of Mills Music Library</td>
<td>University of Wisconsin-Madison</td>
</tr>
<tr>
<td>Managing Editor</td>
<td>The Smithsonian Institution’s National Museum of American History</td>
</tr>
<tr>
<td>Project Assistant</td>
<td>The Smithsonian Institution’s National Museum of American History</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>University of Maryland</td>
</tr>
<tr>
<td>Head Librarian</td>
<td>The Cleveland Orchestra</td>
</tr>
<tr>
<td>Curator of Special Collections and Head, W.D Jordan Special Collections and Music Library</td>
<td>Queen's University, Kingston, Ontario</td>
</tr>
<tr>
<td>Reference Librarian/Bibliographer for Fine Arts or Communications Field</td>
<td>The University of North Dakota</td>
</tr>
<tr>
<td>Supervisory Librarian</td>
<td>Library of Congress</td>
</tr>
<tr>
<td>Assistant Catalog Librarian</td>
<td>Berklee College of Music</td>
</tr>
<tr>
<td>Cataloging Librarian and Processing Supervisor</td>
<td>University of Missouri-Kansas City</td>
</tr>
<tr>
<td>Assistant Librarian for Technical Services</td>
<td>Colburn School</td>
</tr>
<tr>
<td>Library Assistant/ Circulation &amp; Processing</td>
<td>Colburn School</td>
</tr>
<tr>
<td>Music Cataloger (part-time)</td>
<td>Queens College, CUNY</td>
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### APRIL

<table>
<thead>
<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>Senior Music Cataloger</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Position</td>
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<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Assistant Librarian, Copland Library</td>
<td>Boston Symphony Orchestra</td>
</tr>
<tr>
<td>Chief Librarian, Copland Library</td>
<td>Boston Symphony Orchestra</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>Music Academy of the West</td>
</tr>
<tr>
<td>Orchestra Librarian</td>
<td>Louisville Orchestra</td>
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**MAY**

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Music Librarian</td>
<td>The City College, CUNY</td>
</tr>
<tr>
<td>Multimedia Resources Librarian (Librarian I)</td>
<td>Montclair State University</td>
</tr>
<tr>
<td>Department Head, Special Collections</td>
<td>Georgia State University</td>
</tr>
<tr>
<td>Head Catalog Librarian</td>
<td>Manhattan School of Music</td>
</tr>
<tr>
<td>Podsafe Music Library Director</td>
<td>WFMU / wfmu.org</td>
</tr>
<tr>
<td>Performing Arts/Foreign Languages Librarian</td>
<td>Virginia Tech</td>
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**JUNE**

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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</thead>
<tbody>
<tr>
<td>Research Associate (Project Assistant)</td>
<td>Archives of Traditional Music at Indiana University Bloomington, Indiana</td>
</tr>
<tr>
<td>Library Cataloger, CBMR Search</td>
<td>Columbia College, Chicago</td>
</tr>
<tr>
<td>Music/Multimedia Librarian</td>
<td>Arkansas Tech University</td>
</tr>
<tr>
<td>Part-Time Cataloging Assistant</td>
<td>Center for Popular Music, Middle Tennessee State University</td>
</tr>
<tr>
<td>Head of Special Collections (revised posting)</td>
<td>University of Missouri-Kansas City</td>
</tr>
<tr>
<td>Music Reference (Liaison) Librarian</td>
<td>McGill University</td>
</tr>
<tr>
<td>Assistant to the Director of Library Services</td>
<td>Musicians Institute</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>Ball State University</td>
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**JULY**

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Music and Media Cataloger</td>
<td>New York Public Library</td>
</tr>
<tr>
<td>Public Services Coordinator</td>
<td>University of Hartford</td>
</tr>
<tr>
<td>Cataloging/Metadata Specialist/Librarian</td>
<td>Wellesley College</td>
</tr>
<tr>
<td>Media Archive Manager</td>
<td>Blue Man Productions</td>
</tr>
<tr>
<td>Head - Music Library</td>
<td>Interlochen Center for the Arts</td>
</tr>
<tr>
<td>Head Catalog Librarian</td>
<td>Manhattan School of Music</td>
</tr>
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**AUGUST**
<table>
<thead>
<tr>
<th>Music Librarian</th>
<th>University of Alberta</th>
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</thead>
<tbody>
<tr>
<td>Assistant Head, Music Library</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>The Kaufman Center</td>
</tr>
<tr>
<td>Technical Services Librarian</td>
<td>The University of the Arts</td>
</tr>
<tr>
<td>Media Librarian</td>
<td>University of Iowa</td>
</tr>
<tr>
<td>Librarian I/II, Music and Media Librarian</td>
<td>Southern Methodist University</td>
</tr>
<tr>
<td>Head Cataloger / On-site Project Manager (New Orleans, LA)</td>
<td>Library Associates Company</td>
</tr>
<tr>
<td>Ethnomusicology Archive Librarian</td>
<td>University of California, Los Angeles</td>
</tr>
<tr>
<td>Music Archivist Librarian</td>
<td>Old Dominion University</td>
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**SEPTEMBER**

<table>
<thead>
<tr>
<th>Technical Services Librarian II</th>
<th>University of Toronto Faculty of Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor or Assistant Professor (Media Services Coordinator)</td>
<td>LaGuardia Community College</td>
</tr>
<tr>
<td>Associate, Music Administration</td>
<td>Jazz at Lincoln Center</td>
</tr>
<tr>
<td>RIS Librarian (Arts and Culture Librarian)</td>
<td>Brandeis University</td>
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**OCTOBER**

<table>
<thead>
<tr>
<th>Publicity &amp; Outreach Officer</th>
<th>Music Library Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Librarian</td>
<td>University of Louisville</td>
</tr>
<tr>
<td>Ward Project Music Cataloger</td>
<td>Harvard University</td>
</tr>
<tr>
<td>Librarian I/II (Music Cataloger)</td>
<td>Southern Methodist University</td>
</tr>
<tr>
<td>Research Librarian for Performing Arts (Music, Dance, and Drama)</td>
<td>University of California, Irvine</td>
</tr>
<tr>
<td>Music Liaison Librarian</td>
<td>McGill University</td>
</tr>
</tbody>
</table>

**NOVEMBER**

<table>
<thead>
<tr>
<th>Library Technical ParaProfessional III, ART-Music</th>
<th>Kennesaw State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Librarian</td>
<td>NBC Universal, Broadcast Operations</td>
</tr>
<tr>
<td>Reference &amp; Instruction/Arts &amp; Humanities Librarian</td>
<td>University of Washington Bothell and Cascadia Community College/Co-located campus</td>
</tr>
<tr>
<td>Librarian - Part Time</td>
<td>Rider University</td>
</tr>
<tr>
<td>Position Title</td>
<td>Institution</td>
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</tr>
<tr>
<td>Audio Video Preservation Specialist</td>
<td>NARA</td>
</tr>
<tr>
<td>Performing Arts Librarian</td>
<td>University of Akron</td>
</tr>
<tr>
<td>Assistant Convention Manager / Convention Manager</td>
<td>Music Library Association</td>
</tr>
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**DECEMBER**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Head, Allen Memorial Library (Repost)</td>
<td>University of Hartford</td>
</tr>
<tr>
<td>Music and Media Reference Librarian</td>
<td>Tulane University</td>
</tr>
<tr>
<td>Coordinator of Media Technologies</td>
<td>University of Maryland</td>
</tr>
<tr>
<td>Assistant Librarian</td>
<td>San Francisco Conservatory of Music</td>
</tr>
<tr>
<td>Head of American Music Collection (Specialist III)</td>
<td>New York Public Library for the Performing Arts/Music Research Division</td>
</tr>
<tr>
<td>Librarian - Music Services Specialist, Adult Services</td>
<td>Cleveland-Heights-University Heights Public Library</td>
</tr>
</tbody>
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**Position Title:** Archivist, Popular Music Collections  
**Institution:** Georgia State University  
**Responsibilities:** Initiates and contacts prospective donors, negotiates the transfer and disposition of collections and deeds of gifts, while also maintaining stewardship of current collections and donors. Assists in outreach and donor development activities related to the Georgia State University Popular Music Collection. Manages the organization, cataloging, and description of holdings in MARC, Encoded Archival Description, and web-based descriptive formats. Candidates with experience in appraising, preserving and processing 20th century materials, including diverse media formats and/or knowledge of 20th century American popular music preferred.  
**Requirements:** ALA-accredited or Georgia BOR-approved master’s degree in information/library science, history, music history, modern cultural history, or related field. Graduate coursework in archival administration. Two years experience in archival work. Excellent communication, presentation, and interpersonal skills.  
**Preferred**:
- Experience with digital projects.  
- Experience with MARC cataloging and Encoded Archival Description.  
- ACA certification.  
**Salary, Rank & Benefits:** $42,500-$48,500 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 19, 2007 and continue until the position is filled.
Application: Send materials to:

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

For more information please visit our web site at http://www.library.gsu.edu. Georgia State University is an equal opportunity educational institution/affirmative action employer strongly committed to cultural diversity.

Position Title: Library Cataloger
Institution: Brewton-Parker College


Brewton-Parker College is a private, four-year liberal arts college affiliated with the Georgia Baptist Convention. Additional information may be obtained by visiting the college's Web site at http://www.bpc.edu. The library serves an enrollment of 1,200 students with a collection of approximately 94,000 volumes.

Responsibilities: Primary responsibilities include cataloging and classification in all formats, original and copy cataloging, authority control, and management of the library catalog (Dynix). Other responsibilities include development and management of the library’s music collection.

Qualifications: Minimum qualifications include an ALA-accredited MLS, familiarity with AACR2, OCLC, MARC formats, LCSR and automated library systems, excellent communication skills, interest in professional development, ability to work well with others, and a strong degree of self-motivation. Prefer candidates with at least a Bachelor's degree in Music and working knowledge in Italian, German, and French.

Salary & Rank: This position is a 12-month tenure-track appointment with faculty rank. Salary is dependent on qualifications and experience.


Application: Send letter of application, current vita, official graduate transcripts, and contact information for three references to:

Ann C. Turner
Position Title: MultiMedia Librarian  
Institution: Youngstown State University  
Job Summary: To manage the operation of the MultiMedia Center of Maag Library including digital initiatives and services; provide assistance to patrons in all public service areas of Maag Library, with a special emphasis on assistance in the disciplines relating to the Fine and Performing Arts.

Essential Functions & Responsibilities: Plans and manages the operation of the MultiMedia Center located on the third floor of Maag Library ensuring that it is staffed and open to students and faculty seven days a week and contains the resources and equipment needed to support the curricular needs of students and faculty associated with Dana School of Music.

Assists all patrons regardless of location in library use and in identifying and accessing information relevant to their needs.

Develops policies and procedures to address issues of access, preservation and conservation of audio and other media resources. Maintains an awareness of multimedia resources for all colleges and departments, but specifically for programs in Fine and Performing Arts.

Serves, as directed, as a library liaison to the College of Fine and Performing Arts and to the Departments of Art, Music, and Theater. Collaborates with the Archives & Special Collections unit within Maag Library on identifying, planning and implementing audio preservation projects.

Maintains an awareness of contemporary and historical information resources critical to the University’s scholarly programs in Fine and Performing Arts. Works with the faculty and staff of the Departments of Art, Music, and Theater to develop local and remote collections supporting those programs.

Develops and conducts Information Literacy programs for faculty, students and staff, with a particular emphasis on supporting faculty, students and staff in the Fine and Performing Arts.

Works with faculty and staff within the College of Fine and Performing Arts and with the Departments of Art, Music and Theater to advance teaching, learning and
research in those programs through the innovative application of information.

Participates in public services rotation work, including evenings and weekends.

Compiles necessary statistics and prepares reports for YSU schools, departments, regional accrediting agencies, state agencies and/or professional organizations.

Conducts library research as appropriate or as directed

Serves on internal library committees or functional teams as necessary or as directed.

Performs other appropriate duties as assigned.

SUPERVISION EXERCISED:
Functional supervision is exercised over support staff (one classified and 6-8 student assistants)

REPORTS TO:
Associate Director for Information Services

Qualifications:

MINIMUM QUALIFICATIONS:

- Master’s Degree in Library/Information Science from an ALA accredited institution
- Undergraduate major or minor in music

DESIRED/PREFERRED QUALIFICATIONS:

- Significant knowledge of music literature as evidenced by course work, degree or experience in several music disciplines.
- Familiarity with appropriate digital technologies.
- Excellence in written and oral communication skills.
- Demonstrated ability to learn and apply new technologies quickly
- Evidence of ability to manage multiple responsibilities in a changing environment
- Familiarity with copyright law and licensing issues as they pertain to sound recordings.
- Experience with grant-writing.
- Experience in public service, including the ability to interact effectively with faculty, staff and students.

Salary: $33,773 - $52,594

Deadline: Available immediately

Applications received by March 1, 2007 will be given full consideration. Review of
Applications will continue until position is filled.

**Application:**
Questions regarding position: Jan Schnall, Associate Director for Information Services

Applicants should send

1. letter of interest.
2. current resume.
3. copy of transcript documenting academic qualifications for this position.
4. names, addresses, and telephone numbers of three references.

Electronic submissions only to:

Jan Schnall, Associate Director, jwschnall@ysu.edu

NOTE: Youngstown State University recognizes only credits and degrees awarded by regionally accredited post-secondary institutions in the United States or by equivalent foreign institutions; accredited institutions can be found at [http://www.chea.org](http://www.chea.org). As a term and condition of appointment, an official transcript must be received by Human Resources prior to a contract being issued. The selected candidate will also be required to sign a release for an employment background check and credential verification.

YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER COMMITTED TO INCREASING THE DIVERSITY OF ITS FACULTY, STAFF AND STUDENTS

<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th><strong>Cataloging Coordinator</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td><strong>Sam Houston State University</strong></td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
<td>Sam Houston State University seeks a Cataloging Coordinator to join a collegial work environment of 16 librarians and 29 staff. Our campus of 15,000-plus students is located 50 minutes north of Houston in Huntsville, Texas.</td>
</tr>
<tr>
<td><strong>Duties:</strong></td>
<td>Coordinate cataloging unit activities; train and supervise 3.5 staff. Identify and resolve bibliographic and holdings problems for monographs and non-serial formats; provide original cataloging as needed.</td>
</tr>
<tr>
<td><strong>Qualifications:</strong></td>
<td>Required: ALA-accredited Master’s degree; professional monographs cataloging experience using OCLC, LC Classification, LCSH, AACR2, and authority control; supervisory/management experience. Desired: Academic library background, experience with metadata and various bibliographic formats (especially music); ability to manipulate ILS to</td>
</tr>
</tbody>
</table>
Salary, Rank & Benefits: This is a 12-month, tenure-track position with faculty rank and status reporting to the Assistant Director for Technical/Collection Services.

Salary: Minimum $47,500 with benefits package.

Deadline: The review process will begin February 15 until position is filled.

Application: Send a letter addressing qualifications, contact information for three references, and vita to

Ann Holder
Director, Newton Gresham Library
SHSU
Box 2281
Huntsville, Texas 77341-2281

Sam Houston State University is an EEO/AAP employer.

Position Title: 2007 Tanglewood Music Center Orchestra Library Fellowship

Institution: Tanglewood Music Center
The Boston Symphony Orchestra's Academy for Advanced Musical Study, June 21 - August 20, 2007

General Information: Established in 1940 by former Boston Symphony Orchestra Music Director Serge Koussevitzky, the Tanglewood Music Center (TMC) provides a unique, in-depth musical experience for emerging professional musicians of exceptional ability. Participants in the program, who all attend as Fellows of the Music Center (with costs of tuition, room and board covered by their Fellowships), work with internationally renowned artists, including members of the Boston Symphony, resident faculty, and guests.

The Fellowship Program is designed for experienced musicians who have completed much or all of their formal instruction, and who will benefit from and contribute most to the very intense and demanding projects undertaken at the Center. The sole criterion for admission is musical excellence. While there is no strict upper age limit, preference is normally shown to those between the ages of 18 and 30.

The TMC presents over 40 additional concerts throughout the season, presenting orchestra, opera, chamber music, and vocal programs, and including a world-famous new music festival. TMC performances take place in Ozawa Hall, the Shed,
Tanglewood, the summer home of the Boston Symphony Orchestra (BSO), is located in the Berkshire Hills of western Massachusetts, in a scenic environment of remarkable beauty. The BSO performs three concerts each weekend during an eight-week season in the 5,000-seat Koussevitzky Music Shed; additional performances by outstanding soloists and ensembles are presented throughout the summer, mostly in the acoustically and architecturally remarkable 1,100-seat Seiji Ozawa Hall. TMC students may attend all BSO performances and rehearsals, guest artist recitals, and most special events as part of their participation in the program.

Responsibilities: The TMC offers a unique opportunity for an emerging professional orchestra librarian of exceptional potential to study as a Fellow at Tanglewood.

Under the guidance of the BSO Principal Librarian, Marshall Burlingame, and the TMCO Librarian, the orchestra library Fellow will work with some of the world’s most important conductors, preparing materials for the TMCO and for conducting and instrumental classes. They will also attend seminars on music acquisition and preparation.

Deadline: February 28, 2007

Application: Applicants should submit:

- Completed online application form
- $65 application fee
- Current résumé
- Letter of recommendation from a supervisor
- List of two additional references including contact information

Library applicants must submit an application form and fee online, and the TMC office must receive all materials no later than February 28, 2007. Materials must be in the office, not post marked, by the deadline. Finalists will be contacted for interviews, in person wherever possible, after the application deadline. Finalists will also be asked to complete a bowing sample, the instructions for which will be provided. Applicants for the Tanglewood Music Center orchestra library fellowship must be at least 18 years old.

Please complete the online form in full; submitting a resume will not be a substitute for providing information requested on this form. Note that this information is given directly to audition committee members, and your attention to detail, including accuracy, spelling, and formatting, is appreciated.

Please make careful note of the relevant application deadline, and that other required items (that will not be submitted at a live audition) should be received in our office on or before that date. Materials must be in the TMC office, not
postmarked, by the deadline date. See your program's application instructions for a list of other requirements.

After starting the online application form you will have a 30-minute session to complete it. If you need to start over, please close this window and click on "Apply Online" to start a new session. If you experience any technical problems please call us at 617-638-9230 or email us at tmc@bso.org.

Position Title: IAML-US Webmaster
Institution: U.S. Branch of the International Association of Music Libraries, Archives, and Documentation Centres (IAML)

The Webmaster maintains the branch's Web site, the branch's only regular publication, making additions and changes promptly and accurately. The Webmaster reports to the president of the Branch. There is no specified term of office, but the incumbent is expected to serve a minimum of three years.

Responsibilities:

Ongoing responsibilities

- Regularly solicits information from Branch officers and other members with official responsibilities
- Maintains and revises the structure and graphic aspects of the content to ensure the content is accurate, logically arranged, easy to navigate, and visually appealing
- Receives and responds to email related to the Webmaster's responsibilities
- Maintains the domain name and periodic server registration by assuring the treasurer pays the required fees
- Prepares an annual budget
- Assures the site is archived according to prevailing standards
- Submits an annual written report to the Branch president

Projects

- Works with the IAML Webmaster and archivist on their effort, in progress, to retrieve, preserve, and make available online the Web site or its contents created for the IAML conference in Berkeley, Calif. in 2002
- For the Branch's board of directors, reviews the site's present contents,
with a view toward increasing the amount of information it contains about the branch and the branch's activities (the IAML-US site presently has sub-pages for officers, projects, meetings, links, and IAML, and it also links directly to other documents, such as a membership registration form and reports from the Branch president)

- Expands the site as may be necessary to incorporate new activities the branch may undertake during the Webmaster's incumbency.

## Qualifications:

- Access to and experience with email protocols
- Ability to write and edit basic html
- Knowledge of the common Web browsers and programs for maintaining Web sites, including Dreamweaver, Flash, ColdFusion, Firefox, Internet Explorer, and Safari
- Familiarity with Web file formats for text and graphics, such as PDF, GIF, JPG, etc.
- Experience with a graphic editor or with Web graphic tools such as Photoshop
- Basic knowledge of JavaScripts
- Ability to edit documents for grammar, punctuation, and clarity
- Good aesthetic judgement
- Individual membership in IAML at the time of appointment and during incumbency

## Deadline:

February 1, 2007

## Application:

Applicants should submit, preferably as email attachments, a letter of applications that addresses the duties described and a résumé, along with the names of two references who are familiar with the applicant's ability to carry out the required duties. Interviews will be held during the Music Library Association meeting in Pittsburgh.

Send applications to the search committee president, Geraldine Ostrove (gost@loc.gov). Questions may be sent to any member of the search committee, which also includes Linda Solow Blotner (blotner@hartford.edu) and Jane Gottlieb (gottlieb@juilliard.edu).

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### Position Title:

IAML-US Treasurer

### Institution:

U.S. Branch of the International Association of Music Libraries, Archives, and Documentation Centres (IAML)

### General Information:

The U.S. Branch of the International Association of Music Libraries, Archives, and Documentation Centres (IAML) invites applications for treasurer, to take office in
Description:
In collaboration with the Branch's president, the business office, A-R Editions, and the treasurer of IAML, the treasurer of the U.S. Branch manages and conducts the Branch's financial and membership business, performing all required duties promptly and accurately.

Financial responsibilities include collecting dues and forwarding them to A-R Editions, disbursing funds as directed by the Branch board of directors and the treasurer of IAML, monitoring financial assets and special funds, filing tax reports, working closely with the board to prepare the annual budget, and preparing internal financial reports prior to each board meeting and as otherwise requested.

Membership responsibilities include maintaining membership files, producing membership lists, sending copies of current files when requested to IAML and A-R Editions, and filling claims for missing issues of Fontes artis musicae.

The treasurer, appointed by the Branch's board of directors, is a non-voting member of the board, reports to the board, and attends the semi-annual board meetings, which are currently held at the annual IAML conference and the annual meeting of the Music Library Association (MLA). The term of office is three years.

Qualifications:
- Membership in IAML
- Access to and experience with email protocols
- Experience with non-profit organizational budget management in general and with maintaining electronic financial records using standard software such as Microsoft Excel, Access, etc.

- **Desirable:** Experience filing IRS tax forms for 501(c)(3) organizations

Deadline: February 1, 2007

Application:
Applicants should submit, preferably as email attachments, a letter of applications that addresses the duties described and a résumé, along with the names of two references who are familiar with the applicant's ability to carry out the required duties. Interviews will be held during the Music Library Association meeting in Pittsburgh.

Send applications to the search committee president, Geraldine Ostrove (post@loc.gov). Questions may be sent to any member of the search committee, which also includes Linda Solow Blotner (blotner@hartford.edu) and Jane Gottlieb (gottlieb@juilliard.edu).

Position Title: Director of Development
Institution: Anthology of Recorded Music, Inc. (New World Records / DRAM)

General Information: Work with President of a non-profit music organization to create and implement a fundraising strategy for the company’s two divisions: a recording label (New World Records) and a digital library project (DRAM).

Responsibilities: Initial work includes foundation outreach for a $2.5 million DRAM matching grant and an endowment application for New World. The Director of Development will research, identify, and meet with potential donors and grant officers and write all proposals. Also direct retail fundraising efforts.

Qualifications: Strong communication and writing skills required. Must have experience writing grant proposals. Familiarity with non-profit arts organizations, music and technology issues desirable.

This position is based in New York City.

Deadline: Open until filled.

Application: Contact:

Arthur Moorhead
New World Records/DRAM
75 Broad St.
Suite 2400
New York, NY 10004

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

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Position Title: Assistant Librarian, Music Metadata Librarian
Temporary 2-year Appointment

Institution: 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/](http://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](http://www.baylor.edu/hr_services). To find out more about the exciting things happening at the Baylor University Libraries, visit [www.baylor.edu/lib](http://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.
**Position Title:** Media Services Librarian  
**Institution:** Temple University

**General Information:**
The Temple University Libraries invite applications and nominations for the position of Media Services Librarian. We seek a creative, experienced, and user-oriented individual who will create, implement and lead a new media services unit.

The libraries of Temple provide a broad and deep array of resources and services for a diverse, vibrant, urban research university of 34,000 students and 1,682 full-time faculty. We offer an excellent opportunity to play a leading role in the continued development of services in a major ARL library now experiencing significant growth as a result of funding enhancements and new, dynamic leadership.

**Responsibilities:**
Under the direction of the Associate University Librarian for Research and Instructional Services, the Media Services Librarian will create and lead a new media services unit, including multimedia equipment, collections, access and services, and coordinate these with other complementary collections and services offered in Paley Library and elsewhere at Temple. The Media Services Librarian will

- Develop a new media services unit in the library, ensuring that appropriate materials and equipment are available to meet user needs for study and scholarship in all media formats.

- Ensure appropriate housing of collections for preservation and access.

- Select audio, video, and digital media materials in conjunction with other subject specialists.

- Develop and deliver user services for this unit, including media reference, informational and instructional materials in print and digital formats, and instructional services.

- Evaluate and implement new and emerging multimedia technologies, develop and implement format succession and content reformatting plans.

- Supervise staff and student assistants.

- Collaborate with others in creation/maintenance of bibliographic access tools for media.

- Develop staff awareness and expertise relating to the use of digital multimedia applications and systems as these are adopted by Temple.

- Collect and report statistics and assess impact of media-based services on library
users.

- Participate in library-wide activities or projects through service on library and university committees and working groups.

**Qualifications / Requirements:**

REQUIRED: ALA accredited MLS; strong commitment to quality user services; familiarity with media content and technology and its potential for network applications; hands-on experience with instructional technologies and digital media; familiarity with copyright and preservation issues pertaining to media resources; and the ability to communicate clearly in writing and orally with individuals and in group settings such as class instruction.

PREFERRED: academic media librarianship experience; reference and instruction experience in an academic library; familiarity with media cataloging and metadata issues; strong, demonstrated experience in information technology development or implementation; organizational skills and evidence of successful project management.

**Salary & Benefits:** Competitive salary and benefits package, including relocation expenses. Salary will be commensurate with qualifications and experience.

**Deadline:** The search has been extended until January 27, 2006.

**Application:** To apply, submit a cover letter of application and cv/resume to the Jobs@Temple website, [https://hospats.adminsvc.temple.edu/jobs.htm](https://hospats.adminsvc.temple.edu/jobs.htm). Search by job number TU-08642, complete the Online Information Form, and attach your cover letter and resume in a single electronic file.

Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.

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**Position Title:** Music Librarian

**Institution:** University of Oregon

**General Information:** The University of Oregon Libraries seeks a knowledgeable, creative, and service-oriented colleague for the early career position of Music Librarian. Applicants should be eager to apply excellent technical and interpersonal skills to perform cataloging within Metadata & Digital Library Services (.75 FTE) and reference services in the Music Services Department (.25 FTE). The music and recordings collection, one of the largest in Oregon, is housed on the third floor of Knight Library, and includes standard classical and world music repertoire in books, scores, serials, and recordings, as well as an emphasis on music by women composers and composers of the Pacific Northwest. A separate historic sheet music collection is housed in the Douglass Listening Room, site of the recording collection. Metadata and Digital Library Services provides a wide array of services...
resulting in intellectual, virtual and physical access to the libraries’ collections; assists members of the University of Oregon community with organizing and making available collections of materials in a variety of formats; coordinates and supports the growth and maintenance of the libraries’ digital collections; and maintains the University of Oregon’s institutional repository, called Scholars’ Bank. This position reports to the Head of Metadata and Digital Library Services.

**Responsibilities:**
The Music Librarian performs original and copy cataloging for music materials, primarily scores and sound recordings; performs name, title, series and subject authority work; contributes to the development and implementation of digital library projects related to music; provides assistance to patrons in Music Services (8-10 hours/week); participates in the development and documentation of cataloging policies and procedures; and serves on library and campus committees. The successful candidate will support and enhance a diverse learning and working environment.

**Qualifications:**
**Required:** ALA-accredited MLS/MLIS degree in hand by start date; music degree or strong background in music, especially the classical repertoire; knowledge of AACR2, LCRIs, LCSH, LC Classification, and MARC21 formats; good reading knowledge of one or more European languages, preferably German, and Italian or French. Excellent oral and written communication skills; demonstrated ability to work independently and to collaborate effectively with staff at all levels and with people of diverse backgrounds; potential to excel in a dynamic academic library environment, displaying leadership, flexibility, initiative, creative energy, and resourcefulness.

**Preferred:** experience cataloging in an academic or music environment; ability to identify and analyze forms and concepts in library materials in the field of music; knowledge of emerging metadata issues and trends; experience working with integrated library system (preferably Innovative) and OCLC.

**Salary, Rank & Benefits:**
**Salary:**
$35,000 - $40,000, depending on qualifications, education, and experience. The UO offers a generous benefits package. For details, see: [http://hr.uoregon.edu/benefits](http://hr.uoregon.edu/benefits).

Low staff tuition rates are available for employees and family members for continuing education. Funding and release time may be provided for participation in conferences and other professional development opportunities.

**Employment Conditions:**
Librarians hold academic faculty status with rank, and are non-tenured. Contracts are fixed-term and renewable (two or three years, depending on rank). Professional growth and service in keeping with university and library standards for promotion and retention is expected.

**About the University of**
The UO has over 16,000 undergraduate students and approximately 4,000 graduate students, including 2,706 U.S. students of color and 1,175 international
students, representing 87 countries. The university has an institutional commitment to diversity and multiculturalism, and the Library actively supports this goal with its Library Diversity Committee. The UO Libraries are known for their spirit of cooperation and collaboration, and for their ability to provide a variety of personal and professional opportunities that make a difference.

**Deadline:** Open until filled; review of applications begins April 2, 2007.

**Application:** Send Word or pdf attachments via e-mail and include the following: cover letter, résumé and names, addresses, phone numbers, and e-mail addresses of four references (one of whom must be indicated as your most current supervisor) to: libapps@uoregon.edu. Hard copy follow-up documents with signature should be sent to:

Ms. Laine Stambaugh  
Director, Library Human Resources  
1299 University of Oregon Libraries  
Eugene, OR 97403-1299

(541) 346-1895; (541) 346-3485 (FAX)

Academic Application Forms are available at http://appointments.uoregon.edu/application.htm, and should be sent with hard copy documentation.

**For More Information:**  
Information for Prospective Employees: http://libweb.uoregon.edu/admnpers/jobseekers.html

Eugene-Springfield Multicultural Resources Guide: http://www.uoregon.edu/~codac/info.shtml
paraprofessional staff, contributing to the development of procedures and manuals, and preparing reports. Performs related duties as required.

**Requirements:**

ALU-accredited Master’s degree in Library and Information Studies. An undergraduate degree in music, or an equivalent combination of education and experience. Reading knowledge of music. Successfully demonstrated experience with cataloging music materials. Successfully demonstrated experience using an online bibliographic utility, such as OCLC and an online cataloging system. Successfully demonstrated knowledge and understanding of AACR2, LCRI, LC Authorities, Dewey Decimal Classification, Library of Congress Classification, MARC, and other metadata formats. Reading knowledge of one or more European languages. Successfully demonstrated experience using Microsoft office software including Word, Access, and Internet Explorer. Good interpersonal, oral, and written communication skills. Successfully demonstrated ability to work independently as well as deal tactfully and effectively with staff in a team setting. Successfully demonstrated ability to pay attention to detail.

**Deadline:**

Open until filled.

**Application:**

To apply, please email cover letter and resume to jkresumes@nypl.org. Please refer to job code: JK-MLA.

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**Position Title:** Music and Media Center Manager  
**Institution:** New York University  
**General Information:** The NYU's Avery Fisher Center for Music and Media has a collection of sound recordings, video and interactive multimedia. The Center adds approximately 1200 video and 3500 audio titles each year.  
**Responsibilities:** This challenging position serves NYU students and faculty. Position develops and implements policies and procedures, manages collective bargaining staff and researches, plans and implements services to meet user needs. Position reports to: Head of Electronic Media Resources.  
**Requirements:** Required Experience  

A minimum of 4 years related work experience and demonstrated communication and supervisory skills.  

**MLS Requirement**  

N/A
<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Technical Services Assistant V/Music Cataloger</th>
</tr>
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<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>Cornell University</td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
<td>Located in Ithaca, N.Y., Cornell University is a bold, innovative, inclusive and dynamic teaching and research university where staff, faculty, and students alike are challenged to make an enduring contribution to the betterment of humanity.</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td>Creates original catalog records in all formats and various languages, following the appropriate national standards and CUL policies, chiefly for the Music Library. Based on shifting unit and departmental needs, may create original catalog records for other materials and may process items with existing catalog copy. Serves on the Reference Desk at the Music Library, when called upon.</td>
</tr>
<tr>
<td><strong>Qualifications:</strong></td>
<td>Bachelors with 4-6 years experience or equivalent combination. Ability to read music; extensive knowledge of music terminology and the literature of western art music. Two or more years technical services experience, preferably in a research library, or equivalent. Knowledge of at least one foreign language. Ability to exercise judgment and self-direction on matters related to cataloging. Ability to work well alone, with minimal supervision, and in groups. Ability to provide on-the-job training/guidance to others who do similar work. Excellent knowledge of local and national library database software, Voyager and OCLC preferred. Excellent knowledge of USMARC bibliographic and authorities formats. Consistency in and aptitude for detailed work. <strong>Preferred:</strong> Bachelor's or master's degree in music. Cataloging experience, preferably in a research library. Knowledge of German or Italian. Knowledge of Spanish or other Romance language.</td>
</tr>
<tr>
<td><strong>Application:</strong></td>
<td>Contact</td>
</tr>
<tr>
<td>70 Washington Square South</td>
<td></td>
</tr>
<tr>
<td>New York, NY 10012</td>
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<tr>
<td>WebSite: <a href="http://www.nyu.edu/hr/employment/apply.html">www.nyu.edu/hr/employment/apply.html</a></td>
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</table>

No relocation assistance is provided for this position.

Visa sponsorship is not available for this position.
Deadline: Open until filled.

Application: To apply for this position go to http://www.ohr.cornell.edu/jobs/ and select posting number 06564. Follow the instructions for online submission. Please include a cover letter and resume. Review of applications will begin immediately and will continue until the position is filled.

Cornell University is an equal opportunity, affirmative action educator and employer.

Position Title: Mary Flagler Cary Curator of Music Manuscripts and Printed Music

Institution: The Morgan Library & Museum

Responsibilities: The Morgan Library & Museum seeks a Senior Curator to manage the Music Manuscripts and Printed Music department. This position manages the care, accessibility to researchers and the public, and acquisitions for the collection of music manuscripts (ca. 1,300), letters (over 7,000), and printed music and books (ca. 2,400). Essential duties include collection, program, research and donor related responsibilities.

Qualifications: • 5 to 7 years experience with primary materials in a research library, archives, or museum, with a range of experience in activities such as cataloging and processing, reference services, exhibition planning and implementation.

• Graduate degree in musicology desirable.

• ALA-accredited Masters Degree in Library and Information Science desirable.

• Familiarity with the principles of the care and handling of rare books and manuscripts.

• Professional knowledge of electronic cataloging and digitization of manuscript materials desirable.

• Extensive knowledge of western classical music of the eighteenth, nineteenth, and twentieth centuries.

• Current knowledge of the auction and dealers’ market for music manuscripts.

• Basic reading knowledge of German, French and Italian is highly desirable.

• Ability to interpret scholarship for the general public.
• Ability to communicate effectively with colleagues, researchers, students, journalists, and the general public.

• Proficiency with the Windows environment, especially Microsoft Office, is mandatory.

• Superior writing and public speaking skills.

• Commitment to collaboration and teamwork.

• Ability to work for extended periods at a computer workstation, lift moderately heavy boxes and books, move items to and from shelves from floor to overhead level, climb ladders, wheel carts with collection items through the facility, and tolerate moderate levels of dust and odor generated during normal collection management activities and movement of objects. Standing for extended periods during exhibition installation. Travel as required when serving as a courier for loans.

Salary & Benefits: Competitive salary; excellent benefits

Deadline: March 5, 2007

Application: Interested applicants should e-mail cover letter with salary requirements, and resume, by March 5, 2007 to: musicsearch@themorgan.org.

For more information about the Morgan Library & Museum and its collections and programs, consult: www.themorgan.org.

Position Title: Music/Performing Arts Librarian and Coordinator of the Music Library (reposted)

Institution: 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: 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.

Rank and Benefits: Full-time, faculty rank with full benefits.

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.
personality, strong social skills, and the ability to function as a team member; is technically savvy; and is dedicated to the evolving profession of academic librarianship. Opportunities to serve as adjunct faculty in various disciplines are available. Some weekend work will be required, and some evening work may be required. This position reports to the Library's Coordinator of Technical Services. Entry level candidates are welcome to apply.

Duties will include supervising the Library's Music Resource Room, serving as liaison to music faculty, serving as a member of the library's Reference Services team, serving as a member of the library's Instructional Services team, and responsibility for special projects.

Qualifications:

Required: ALA-accredited MLS.

Preferred: Interest, education, or experience with music.

Salary & Rank:

Depending on the candidate's credentials and interests, this appointment may be made at the Library Assistant Professor rank on tenure track or at the non-tenure track Library Instructor rank.

Salary: Maximum $35,000.

Deadline:

Review of applications will begin on 4/1/07 and continue until the position is filled.

Application:

Submit letter of application, resume, and three references (with current email, address, phone) to:

Art Lichtenstein
Library Director
Torreyson Library
UCA
201 Donaghey Avenue
Conway AR 72035

The University of Central Arkansas is an Equal Opportunity/Affirmative Action educator and employer. UCA only employs US citizens and lawfully authorized non-US citizens. All new employees must show employment eligibility verification as required by the US Immigration and Naturalization Service.

Position Title: Supervisory Librarian (Vacancy #: 813140)

Institution: Library of Congress

General

This position is located in the Acquisitions and Processing Section, Music Division,
Information: Collections and Services Directorate, Library Services.

Duties:

INTRODUCTORY STATEMENT: Serves as the Head of Acquisitions and Processing Section, who reports directly to the Assistant Chief, works under the general direction of the Chief and Assistant Chief, who reviews and approves technical procedures, personnel recommendations, and work programs proposed. In other respects, the incumbent enjoys a high degree of independence in the direction of performing arts acquisitions and processing services in the Division. Participates in discussions, meetings and conferences with the Chief and Assistant Chief, and, as required, divisional and inter-divisional meetings concerning policies and procedures affecting performing arts collections, processing and acquisitions.

Supervisory and/or Managerial Responsibilities 60%

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit.

Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations for staff members, which are clearly communicated through the formal employee performance management system. Observes workers' performance; demonstrates and conducts work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

The incumbent serves as Acting Chief and/or Assistant Chief of the Music Division when assigned.

Library Collections Development 15%
Plans for collection management and development to build and maintain comprehensive collections in the fields of music, theater, or dance. Coordinates activities related to collection development across all functional areas of the library as related to the Music Division’s collections. Serves as an authority in one or more major subject areas of the Performing Arts.

Coordinates and participates in efforts to acquire performing arts materials by gift and purchase. Determines materials which can be loaned from collections and/or eligibility of borrowers. Develops procedures and standards for all materials and technical processes applied in the description of the special collection materials in custody of the Music Division. Recommends the establishment of new collections. Interprets and advises on the contents of a collection, both cataloged and uncataloged, covering current and retrospective items. Recommends the disbanding of unneeded collections and/or the consolidation of two or more collections to promote efficiency.

Develops policies related to collection development and management. Methods and techniques developed serve as models for other libraries outside of The Library of Congress.

Develops specifications and standards for all materials and technical processes applied in the processing of collection materials. Monitors the quality of preserved materials to ensure adherence to established standards and specifications. Recommends appropriate treatment for deteriorating items and those requiring special needs.

Makes recommendations for new technology, equipment, furniture, shelving, and supplies. Reviews and analyzes problems relating to selection, control, and physical upkeep. Plans and implements procedures for access to the collections, including special collections materials and off-site storage.

**Project Management 10%**

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc., which have been assigned responsibility for specific projects or tasks. Coordinates the details involved in special projects of lasting importance. Organizes and develops projects utilizing critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to a processing and acquisitions functions of the Music Division. Participates in planning the work of a unit, including formulating goals and objectives and identifying opportunities for improvements in methods and procedures.

**Consultation and Liaison Services 5%**
Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information. Presents papers at conferences, seminars, or meetings in librarianship and other relevant fields. Prepares articles for publication. Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits.

**Planning and Research for Historical Projects, Programs, and Studies 5%**

Recognized as an authority in specialized performing arts subject matter areas, providing expert advice and guidance on historical research methods and other applicable research strategies. Plans for and anticipates management requirements for historical, technical, and other performing arts information for both current and long-range program planning and policy deliberation needs. Tailors the scope and emphasis of studies for their most effective use by management in making important program and policy decisions.

The incumbent is frequently called upon to provide spontaneous background information and/or historical data to top management officials in connection with urgent problems.

**Preservation Services 3%**

Designs, develops, and implements a comprehensive, efficient and effective preservation program for the Music Division in collaboration with the Conservation Office based on the library’s requirements and policy guidelines. Provides advice and consultation to library staff on the Music Division’s preservation guidelines, issues, and standards.

**Reference Services 2%**

Plans, establishes, and directs a library reference program for specialists working under the incumbent’s direction. Coordinates staff efforts related to reference services specific to special collection in the custody of the division, instruction and training, and access services.

Collaborates with other librarians in developing and providing access to library resources through the web and other means. Participates in the implementation and evaluation of reference and public service policies, procedures, and publications.

**Qualifications:**

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Ability to develop collections in the field of music/performing arts. **.
Knowledge of history, theory, and literature of music and other performing arts. **

Knowledge of archival, bibliographic, technical and reference services. **

Ability to supervise and lead a diverse workforce.

Knowledge of library systems and other information technologies relevant to performing arts collections.

Ability to plan, coordinate and evaluate work.

Ability to build and maintain relationships with individuals from a variety of backgrounds, cultures and institutional affiliations.

Ability to communicate in writing in performing supervisory or leadership work.

**Salary, Rank & Benefits:**

$93,822.00 - $121,967.00

Series & Grade: GS-1410-14/14

**Deadline:**

Feb 12, 2007

**Application:**

The description and link to the application can be found at www.loc.gov/hr/employment/index.php. Further information about the position may be obtained by calling the Music Division at 202-707-5503.

EVALUATION OF CANDIDATES: The Library of Congress evaluates applicants through an applicant questionnaire and a structured interview. Applicants may also be screened for some jobs through licensing, certification, and/or education requirements, a narrative/application review, and/or a preliminary telephone interview. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position. To be considered for final selection, applicants must demonstrate fully acceptable experience in these designated KSA's in the narrative/application review, preliminary telephone and/or full structured interview. The various assessment tools listed above are designed to verify or explore applicants experience, knowledge, and training directly related to the job in order to identify the best qualified applicant(s) for selection.

Customer Service Center
202-707-5627
jobhelp@LOC.GOV
Position Title: Director of Arts and Media Library Services

Institution: University of Virginia

General Information: The University of Virginia Library seeks an innovative and energetic leader for the position of Director of Arts & Media Library Services and Head of the Fine Arts Library. The Director has overall administrative and programmatic responsibility for the Fiske Kimball Fine Arts Library, Music Library, and the Robertson Media Center, and direct responsibility for the Fiske Kimball Fine Arts Library.

The Fiske Kimball Fine Arts Library, the University's Library for art, architecture and drama, houses a collection of approximately 180,000 monographs, 335 journal subscriptions, and 216,000 slides. The Fine Arts Library is actively engaged in developing digital images as a part of the Library's digital resources and provides specialized reference service, reserve collections, and user education to the academic community. The Music Library with a collection of over 100,000 items supports the curriculum of the McIntire Department of Music in performance, musicology, ethnomusicology, composition, and music theory. The Robertson Media Center provides access to video, audio, and image collections, as well as to media-equipped carrels, group viewing rooms, and classrooms for the viewing of videos of many formats.

Environment: The University of Virginia Library (http://www.lib.virginia.edu) is an international leader in digital library research and development that enables digital scholarship. Recognized for innovative customer service and in the strength and variety of its collections, the Library system consists of twelve libraries, with independent libraries for health sciences, law, and business. The libraries support 12,000 undergraduates, 6,000 graduate students and 1,600 teaching faculty. The University and the Library have a strong commitment to achieving diversity among faculty and staff. The Neoclassical buildings of founder Thomas Jefferson's Academical Village still serve as the center of the University's Grounds (http://www.virginia.edu/uvatours/slideshow) and as a unique backdrop for teaching, learning, and research.

Responsibilities: Reporting to the Associate University Librarian for Public Services and Collections, the Director of Arts and Media Library Services will provide leadership, foster communication, and enable collaboration in raising the profile of library collections and services for the visual and performing arts and media across the academic community at the University of Virginia. As Head of the Fine Arts Library, the candidate will administer the Fiske Kimball Fine Arts Library to provide high quality user oriented service. The Director will participate in Library-wide initiatives, engage with colleagues nationally, and provide vision and direction in the development of innovative services.

Qualifications: Required: Master's degree in library science or a related field. Demonstrated successful leadership and administrative accomplishments in the innovative and effective use of scholarly information resources and technologies. Demonstrated
ability to promote collaborative and forward-looking initiatives, services, and programs. Knowledge of emerging information technologies and digital library initiatives. Knowledge of research and scholarship in the arts and media, and developments in higher education. Evidence of significant and progressively-responsible leadership and experience in managing and supervising others, demonstrated commitment to service excellence, ability to work cooperatively and maintain effective, creative, and flexible working relationships with colleagues, faculty, staff and students. Excellent analytical, oral, and written communication skills. A record of flexibility, creativity, and commitment to diversity, mentoring and developing staff.

**Preferred:** Second Master's degree in an arts-related field.

**Salary, Rank & 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 February 28, 2007 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

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.

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**Position Title:** Music Librarian

**Institution:** University of Maryland

**General Information:**

**Title:** Music Librarian

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

**Salary:** Commensurate with qualifications and experience; Comprehensive
Benefits

Seeking a skilled and experienced Music Librarian to help create and administer an innovative program for public service and user education in the performing arts, incorporating new technologies, interdisciplinary models, and analysis of user needs.

Responsibilities:

Works under the direction of the Head of the Michelle Smith Performing Arts Library (MSPAL). Collaborates with other members of MSPAL to provide exceptional user service. Serves as liaison to the School of Music, providing reference, library instruction and management of the music reference collection. Assists in developing and maintaining general collections in music. Oversees delivery of multimedia information to MSPAL users. Manages daily operations of a digital audio reserves pilot project.

Qualifications and Experience:

ALA-accredited master’s degree in Library or Information Science and/or other post-baccalaureate degree in music with library experience. Subject background in music. Experience providing music reference and instructional services and/or collection development and management. Familiarity with performing arts information resources and understanding of current and emerging trends in librarianship and music. Demonstrated ability to work effectively and creatively with faculty, students, and library staff in a dynamic, rapidly changing environment. Excellent oral and written communication skills. Able to meet library faculty promotion and permanent status requirements.

Preferred: Additional graduate degree in musicology, ethnomusicology, music theory, or music education.

Salary, Rank & Benefits:

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

Salary: Commensurate with qualifications and experience

Benefits: Comprehensive Benefits

Position is appointed to Librarian Faculty ranks; appointment rank based on experience and relevant credentials. For additional information, consult the following website: http://www.lib.umd.edu/groups/Ifa/APPSC/APPSC.doc.

Deadline:

April 9, 2007

Application:

Electronic applications preferred. For full consideration, submit a cover letter, resume and the names and addresses of three references by April 9, 2007. Applications accepted until the position is filled. Send resume by e-mail to jlove1@umd.edu or by fax to (301) 314-9960 or to

Johnnie Love
Room 7233
Position Title: Music Librarian

Institution: University of Southern California

Position Summary: The University of Southern California (USC) Libraries are seeking an energetic and innovative Music Librarian. The successful candidate will join the Arts and Humanities Team and work collaboratively with other librarians and staff to provide resources and services to the university. The Music Librarian provides high levels of customer service; fostering information literacy, preserving intellectual resources, and building a hybrid collection of electronic and print materials.

General Information:

THE UNIVERSITY OF SOUTHERN CALIFORNIA

Founded in 1879, USC is an international center of learning, enrolling more than 30,000 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School, and 16 professional schools. It ranks in the top 10 among private research universities in the United States in federally funded research and in voluntary support. USC is one of only four private research universities in the western United States elected to membership in the Association of American Universities, a group that represents the top one percent of the nation’s accredited universities and which accounts for nearly two-thirds of all federally sponsored research.

UNIVERSITY LIBRARIES

The USC libraries house, in Doheny Memorial Library and fourteen other libraries, collections of more than 3,400,000 volumes, over 5,600,000 microforms, 3,000,000 graphic materials, and nearly 46,000 linear feet of manuscripts and archives. USC's Libraries subscribe to over 50,000 serials in print and electronic formats. In addition, the USC Libraries’ Digital Archive contains more than 193,000 records and 224,000 content files in various formats. Annual reference transactions number more than 50,000, with approximately 550 instructional presentations being made each year to 10,000 participants.

Three interdisciplinary teams – Arts and Humanities, Social Sciences, and Science and Engineering – engage in reference, instruction, collection development and
management, and outreach to faculty and students. They operate within a matrix organization functioning throughout the university libraries and support five interdisciplinary centers: Arts and Humanities, based in the Doheny Memorial Library (DML); Specialized Libraries and Archival Collections, also based in DML; Social Sciences, based in the Von Kleinsmid Center Library; Science and Engineering, based in the Science and Engineering Library; and the Undergraduate Learning Center, based in the Thomas and Dorothy Leavey Library. These five centers serve as hubs, supported by other library units and information centers. Information on each of the USC Libraries is available at: http://www.usc.edu/libraries/locations.

USC is a member of the Association of Research Libraries, the Center for Research Libraries, the Digital Library Federation, the Statewide California Electronic Library Consortium and the Greater Western Library Alliance. Additional information about the University of Southern California and its libraries can be obtained at http://www.usc.edu and http://www.usc.edu/libraries.

MUSIC LIBRARY

The Music Library is part of the Arts and Humanities Center, which includes DML, the Cinema & Television Library, the Helen Topping Architecture and Fine Arts Library, and the Hoose Library of Philosophy. The Music Library holds books and current music serials; music scores including collected works of individual composers, critical editions, and historical collections; sound recordings and videos in a variety of formats; and access to electronic books, journals, and databases including: RILM, RIPM, RISM, New Groves Online, Classical Music Library, Classical Scores Library, Sheet Music Now, Naxos Classical and Jazz, Smithsonian Global Sound, Database of Recorded American Music, African American Song, and Early English Books Online. The Music Library also maintains materials in Special Collections and Archives, and curates manuscript collections in an off-site storage facility. For more information, see http://www.usc.edu/libraries/subjects/music/.

The Music Library is an integral part of USC Libraries’ Programs and Exhibitions, presenting lectures and concerts within a variety of spaces. Located within DML, the Music Library is directly adjacent to the newly-opened LiteraTea library teahouse and cafe, and the Nazarian Pavilion courtyard. The new multimedia Herklotz Seminar room also recently opened within the Music Library, and is equipped with an advanced sound system, a large flat screen monitor, and touch controls.

The research and performance needs of the world-renowned Flora L. Thornton School of Music’s academic, performance, and industry programs are directly supported by the Music Library. The programmatic diversity of the Thornton school requires proactive and continual advocacy by the Music Librarian. The Music Librarian meets and communicates regularly with the Thornton Library Committee, and with the school’s Associate Deans for New Initiatives, Faculty
Affairs, and External Relations. For more information on the Thornton School of Music, see [http://www.usc.edu/music](http://www.usc.edu/music).

Responsibilities and Duties:

The Music Librarian reports to the Arts & Humanities Team Leader. The librarian also interacts extensively with the other Arts and Humanities team members, with members of other teams, and with coordinators for outreach, reference, instruction, and collection development and management in order to expand resources and services cross-functionally. Core responsibilities and duties include outreach to students, faculty and staff; providing both in-person and virtual reference and instruction services, and developing a world-class collection of electronic and print materials in music. Besides the Music Library, the Music Librarian also provides services in other Arts and Humanities libraries, classrooms, and auditoria throughout the university.

Music Library day-to-day operations are overseen by the library manager. The interdisciplinary team environment allows the Music Librarian to concentrate on providing service and developing the intellectual content of the music collection within the overall context of the art and humanities.

Creative contributions to all forms of library communication and outreach activity – such as organizing lectures, exhibitions, and conferences – are a critical part of the Music Librarian’s role. Another responsibility of the position is to collaborate with the USC Libraries’ Advancement staff as the music subject expert for fundraising, grant applications, and donor relations.

The successful candidate will be expected to keep professional skills and expertise current and will be supported in his or her efforts to do so. He or she will be expected to share expertise with the Thornton School of Music, with library faculty, and with Arts and Humanities team colleagues. Although such activities are not a requirement of the position, the Music Librarian will be encouraged to contribute to the intellectual life of the university, to participate in various library and faculty committees, and to engage in professional development activities – both at USC and outside the University – by participating in regional, national, and international conferences, by becoming an active member of academic and professional associations, and by enriching the field of music librarianship though presentations and publications.

Experience and Qualifications:

**Required:** MLS from an ALA-accredited program (or international equivalent) and an MA in music with at least 2 years public services experience in an academic or research library, including both reference and instruction experience to support information literacy programs; strong customer service orientation; ability to interact effectively with faculty, students, and staff from diverse cultural backgrounds; experience developing and maintaining a research library collection; ability to manage multiple priorities and meet deadlines in a dynamic environment; familiarity with the latest technology and trends in the field of music librarianship, such as emerging digital audio formats with respect to preservation and access; some experience with library budget management;
demonstrated ability to work collaboratively within a team; excellent oral and written communication skills.

**Preferred:** Ph.D. in musicology; significant experience with music performance or composition; familiarity with music copyright and licensing issues; foreign language abilities; experience in project management; outreach experience with faculty and students; knowledge of the broad scope of the Arts and Humanities.

**APPOINTMENT RANK/SALARY**

Librarian II (Contract) or III (Contract); appointment rank and salary commensurate with experience and qualifications. Hiring range starts at $50,000.

Contract librarians at USC have faculty status and, as such, are full, voting members of the library faculty. Appointment to the renewable Contract Status track requires potential to demonstrate excellence in librarianship and effectiveness in meeting contract standards and provisions.

**BENEFITS**

The position is full-time on a 12-month contract. Benefits include a choice of university sponsored retirement programs, 22 paid vacation days per year, a choice of medical and dental plans, and tuition assistance.

**Deadline:**

May 11, 2007

**Application:**

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

Nannette Edelman
libfacjobs@usc.edu
Subject: Search Committee #237
USC Libraries
University of Southern California
Los Angeles, CA 90089-0183

For more information on this position, contact Kevin Mulroy, Chair, Music Librarian Search Committee, at mulroy@usc.edu

USC is an EO/AA employer.

**Position Title:**

Head of Special Collections
**Institution:** University of Missouri-Kansas City

**General Information:**
UMKC is a comprehensive research university exemplifying the values of education first, innovation, accountability, diversity, and collaboration. See: [http://www.umkc.edu/aboutumkc/values.asp](http://www.umkc.edu/aboutumkc/values.asp). In a large area of green space and in Kansas City's research/cultural corridor, the campus is located in the heart of one of America's most affordable and attractive cities.

**Responsibilities:**
Dynamic urban academic library seeks innovative, knowledgeable, flexible individual with strong public service orientation and experience with rare book and manuscript collections for the position of Head of Special Collections at the University of Missouri-Kansas City (UMKC) University Libraries. Position reports to the Assistant Director for Collections and Scholarly Communications, and manages daily operations of the Kenneth J. LaBudde Department of Special Collections, which includes the Marr Sound Archives. In conjunction with the Assistant Director, is responsible for donor relations and strategic planning for the department within the context of the University Libraries' strategic plan. Set priorities for the collections and its preservation, management and development of staff, and management of digital initiatives. Serves as a subject liaison for assigned academic department(s). Successful candidates will have an opportunity to participate in planning for a new expansion of the library and integrated learning center.

**Qualifications:**

**Required Qualifications:** Must have an ALA-accredited MLS, a graduate degree in American history, and a minimum 5 years progressively responsible rare book and manuscript experience and knowledge of digital formats and standards. Must have evidence of successful supervisory experience and the ability to manage a department of eight staff. Must have excellent analytic, problem solving skills; exceptional interpersonal skills; good oral and writing communication skills; a strong commitment to public service. Must show evidence of professional initiative, mature judgment; understanding of scholarly research environment. Must be able to thrive in a team setting, handle multiple responsibilities in a dynamic environment, and operate effectively in a diverse academic community. Potential for professional growth, service activities in keeping with university and library requirements for retention, promotion in non-tenure track appointment is also required.

**Preferred:** Grant-writing experience and donor relations. Experience in the development of digital libraries.

**Salary & Benefits:** Competitive salary commensurate with education and experience and excellent retirement/benefits package.

**Deadline:** Application review begins May 11, 2007, and continues until position is filled.

**Application:** Send letter of application, resume, names of three references to:
Bonnie Postlethwaite
Chair of Special Collections Librarian Search Committee
University Libraries Administrative Office
University of Missouri-Kansas City
5100 Rockhill Road
Kansas City, MO 64110
816-235-1531 or submit via e-mail to morrish@umkc.edu.
See http://www.umkc.edu/lib/People/jobopenings.htm for additional openings
UMKC is an equal opportunity/affirmative action institution.

Position Title: Director of Arts and Media Library Services
Institution: University of Virginia
General Information: The University of Virginia Library seeks an innovative and energetic leader for the position of Director of Arts & Media Library Services and Head of the Fine Arts Library. The Director has overall administrative and programmatic responsibility for the Fiske Kimball Fine Arts Library, Music Library, and the Robertson Media Center, and direct responsibility for the Fiske Kimball Fine Arts Library.

The Fiske Kimball Fine Arts Library, the University’s Library for art, architecture and drama, houses a collection of approximately 180,000 monographs, 335 journal subscriptions, and 216,000 slides. The Fine Arts Library is actively engaged in developing digital images as a part of the Library’s digital resources and provides specialized reference service, reserve collections, and user education to the academic community. The Music Library with a collection of over 100,000 items supports the curriculum of the McIntire Department of Music in performance, musicology, ethnomusicology, composition, and music theory. The Robertson Media Center provides access to video, audio, and image collections, as well as to media-equipped carrels, group viewing rooms, and classrooms for the viewing of videos of many formats.

Environment: The University of Virginia Library (http://www.lib.virginia.edu) is an international leader in digital library research and development that enables digital scholarship. Recognized for innovative customer service and in the strength and variety of its collections, the Library system consists of twelve libraries, with independent libraries for health sciences, law, and business. The libraries support 12,000 undergraduates, 6,000 graduate students and 1,600 teaching faculty. The University and the Library have a strong commitment to achieving diversity among faculty and staff. The Neoclassical buildings of founder Thomas Jefferson’s Academical Village still serve as the center of the University's
Grounds ([http://www.virginia.edu/uvatours/slideshow](http://www.virginia.edu/uvatours/slideshow)) and as a unique backdrop for teaching, learning, and research.

**Responsibilities:** Reporting to the Associate University Librarian for Public Services and Collections, the Director of Arts and Media Library Services will provide leadership, foster communication, and enable collaboration in raising the profile of library collections and services for the visual and performing arts and media across the academic community at the University of Virginia. As Head of the Fine Arts Library, the candidate will administer the Fiske Kimball Fine Arts Library to provide high quality user oriented service. The Director will participate in Library-wide initiatives, engage with colleagues nationally, and provide vision and direction in the development of innovative services.

**Qualifications:**

**Required:** Master's degree in library science or a related field. Demonstrated successful leadership and administrative accomplishments in the innovative and effective use of scholarly information resources and technologies. Demonstrated ability to promote collaborative and forward-looking initiatives, services, and programs. Knowledge of emerging information technologies and digital library initiatives. Knowledge of research and scholarship in the arts and media, and developments in higher education. Evidence of significant and progressively-responsible leadership and experience in managing and supervising others, demonstrated commitment to service excellence, ability to work cooperatively and maintain effective, creative, and flexible working relationships with colleagues, faculty, staff and students. Excellent analytical, oral, and written communication skills. A record of flexibility, creativity, and commitment to diversity, mentoring and developing staff.

**Preferred:** Second Master's degree in an arts-related field.

**Salary, Rank & 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 April 30, 2007 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:

Marie Carter ([fhc@virginia.edu](mailto:fhc@virginia.edu))
Library Human Resources Coordinator
Alderman Library
PO Box 400876
University of Virginia
Charlottesville, VA 22904-4114

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.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Music Librarian for Audio and Digital Services</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>University of South Carolina</td>
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<tr>
<td>General Information:</td>
<td>The University of South Carolina, founded in 1801, enrolls approximately 18,000 undergraduate students and 8,000 graduate students on the Columbia campus. The Thomas Cooper Library has 3.2 million volumes, 3.4 million microforms, and over 17,000 current serials and electronic resources. The Library is a member of SOLINET, OCLC, the Association of Research Libraries, and the Center for Research Libraries. The University of South Carolina Music Library is a branch of the main University Libraries system and is located in the School of Music. The Music Library’s collection supports two undergraduate and five graduate degrees with majors in composition, conducting, jazz studies, music education, music history, music theory, opera theater, performance, and piano pedagogy. The collection contains over 90,000 books, scores, and periodicals; over 60,000 recordings in various formats ranging from Edison cylinders to digital recordings; 500 videos and DVDs; and a variety of other resources including electronic indexes and journals, microforms, and numerous special collections. The successful candidate joins a team of two other professional music librarians, two full-time paraprofessionals, and approximately twenty student assistants. The position reports to the Head of the Music Library. For additional information about the Music Library, visit <a href="http://www.sc.edu/library/music">http://www.sc.edu/library/music</a>.</td>
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| Responsibilities:            | • Designs, produces, and updates Music Library web pages in collaboration with the University Libraries’ Web Team and Web Development Office  
                               • Manages, promotes, and oversees online publication efforts for the Music Library’s digital image and audio collections in collaboration with the University Libraries’ Digital Collections department  
                               • Recommends, plans, and supervises digital preservation of print and audio Special Collections, including the creation of electronic finding aids and online exhibits  
                               • Performs all dubbing services, including preparation of audio course reserves  
                               • Maintains and expands on existing digital library projects:  
                                 Digital Sheet Music Project  
                                 World Music Project |
School of Music Recital Database
Special Collections pages

- Trains and supervises student assistants in equipment usage, scanning, and special projects
- Serves as department’s liaison to the University Libraries’ systems department, providing basic troubleshooting and support to the Music Library staff and public work stations.
- Maintains and submits requests for audio equipment for the department
- Reviews and selects electronic / online music reference resources and databases
- Staffs service desk and assists with reference and instruction as needed
- Seeks funding for current and future digital Music Library projects
- Works with head of the Music Library to establish priorities and identify potential projects

Qualifications:

Required

- MLS or MIS from an ALA-accredited library school
- Web design experience, including familiarity with web design and graphic software tools, such as Dreamweaver, Flash, and Photoshop
- Experience with coding language, such as HTML, ASP, XML, and JavaScript
- Proficiency with Microsoft Windows and standard productivity applications, such as Microsoft Office Suite and Adobe Acrobat
- Knowledge of recording techniques, history, preservation, and software, such as Sound Forge
- Ability to work both independently and collaboratively in a collegial, team work environment and maintain positive professional working relationships
- Excellent communication, organizational, and time- and project-management skills
- Ability to meet requirements of a tenure track position

Desired

- Bachelor’s and/or advanced degree in music
- Familiarity with copyright law and licensing issues for sound recordings and digital images
- Supervisory experience
- Knowledge of major music reference resources and databases
- Experience with Encoded Archival Description finding aids
- Familiarity with controlled vocabulary, metadata use and practice, and
associated standards, such as TEI, MODS, METS, RDF, and Dublin Core
• Knowledge of and experience with database design (Coldfusion, Access, MySQL)
• Experience with Innovative Millennium ILS or other ILS software
• Knowledge of and the ability to perform basic repairs and maintenance for audio equipment
• Experience with digital image management and collections, such as CONTENTdm
• Reference and/or instructional experience in an academic library
• Grant-writing experience

Salary, Rank & Benefits:
Salary commensurate with qualifications and experience. Hiring range starts at $34,000. Competitive benefits, including vacation and sick leave, medical/dental/life insurance plans, and tuition remission. Choice of retirement plans. Full-time (37.5 hours per week) 12-month appointment at the tenure-track rank of Librarian. University of South Carolina librarians are required to fulfill faculty responsibilities, including professional service.

Deadline:
The search committee will begin reviewing applications on Monday, May 14, 2007, and will continue until the position is filled.

Application:
Apply online at http://uscjobs.sc.edu (search by Requisition #043129). Cover letter should be addressed to Chair, Music Librarian for Audio and Digital Services Search Committee. Three references submitted must include names, addresses, telephone numbers, and e-mail addresses. Minorities and women are encouraged to apply. USC is an EOE.

Position Title: Librarian
Institution: The Dallas Opera
General Information: Employment starting 2007-08 season at earliest availability of winning candidate. Minimum 20 weeks employment at Orchestra Scale plus additional hourly work as required.
Deadline: Applications accepted until July 1, 2007
Application: For more info. please send one-page resume (no phone calls please)
The Dallas Opera
8350 N. Central Expressway
Suite 210, LB 1-11
Dallas TX 75206
<table>
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<tr>
<th>Position Title:</th>
<th>Orchestra Librarian(s)</th>
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<tr>
<td>Institution:</td>
<td>Aspen Music Festival and School</td>
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**General Information:**
These positions are part of a seven-member librarian team. Orchestra Librarians are assigned to specific large ensembles and are responsible for preparing, distributing and collecting music as necessary for all rehearsals and concerts of that ensemble. The Librarian(s) must work closely and effectively with guest artists, faculty, students, staff, and at the discretion of the Head Librarian, publishers to insure that music materials are complete, fully prepared and appropriately accessible to the ensemble members and conductor.

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

**Qualifications:**
The Orchestra Librarian(s) must be able to climb ladders (to access music) and to lift and distribute heavy boxes of music. In addition, s/he must have previous librarian experience, must have a working knowledge of the orchestral repertoire, and must be able to read music. S/he must also have a valid driver's license and should have access to a vehicle during summer 2007.

**Compensation:**
Stipend plus housing.

**Duration:**
Approx. Monday, June 11-Wednesday, August 22, 2007

**Deadline:**
March 30, 2007

**Application:**
Please send resume and references to Joy Fabos: jfabos@aspenmusic.org.

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<tr>
<th>Position Title:</th>
<th>Head, Jean Gray Hargrove Music Library</th>
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<tr>
<td>Institution:</td>
<td>University of California, Berkeley</td>
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e-mail: Carol@dallasopera.org
Fax: (214) 443-1060
Responsibilities: The Head of the Music Library reports to the Associate University Librarian and Director for Public Services and Subject Specialty Libraries (Arts and Humanities, Social Sciences and Sciences). The Head is responsible for setting priorities in support of the university’s teaching and research missions, and shares in decision-making processes concerning library-wide planning and governance. Areas of overall administrative responsibility include management of Music Library budget and operations (including facilities), staff recruitment, supervision and staff development, and library public relations including donor relations. Other areas of responsibility include collection development both digital and print (including communicating with selectors in related fields and fostering collaborative relationships and agreements within the UC/Stanford Music Librarians group), public services (reference, bibliographic instruction and circulation) and technical services (cataloging and processing), as well as developing web-based resources in support of these functions. The Head must demonstrate an active role in professional and scholarly organizations at the local, national, and international level. It is expected that the Head of the Music Library will develop strong connections with faculty and students in order to address collection and service needs creatively and effectively. The UC Library System has a strong commitment to adopting new technologies. The Head is expected to participate in the growth and the implementation of new formats. Depending on the research and scholarly activities of the successful candidate, this position may lead to opportunities for teaching in the Music Department.

Qualifications: Required:

MLS/MLIS from an ALA-accredited institution, or equivalent. Minimum of three to five years experience as a music librarian in a research library. Excellent interpersonal, communication, organizational, supervisory, and analytical skills. Demonstrated understanding of the information needs of music faculty and students and a working knowledge of music and audio information technologies and their ability to enhance library services. Familiarity with relevant print and electronic sources and well-developed computer and searching skills. Demonstrated understanding of music collection development issues, including the changing landscape of scholarly communication. Initiative, flexibility, and the ability to adapt in an evolving organizational environment. Candidate must have a strong commitment to excellence in service and a demonstrated ability to work independently as well as collaboratively.

Preferred:

An advanced degree in music and reading knowledge of a Western European Language. Demonstrated experience with current and emerging trends in music collection development and collection assessment. Experience with rare materials, including manuscripts and archives. Experience managing a library unit and supervising staff. Experience developing and managing budgets. Demonstrated record of professional contributions beyond the primary job, active participation in university and/or professional organizations, and other
research or creative activity.

**Salary, Rank & Benefits:**

Associate Librarian V-Librarian III (hiring range)
$58,536-$79,968

Professional librarians at UC are academic appointees and are represented by an exclusive bargaining agent, University Council – American Federation of Teachers (UC-AFT). This position is not in the bargaining unit and is eligible for an administrative stipend.

Librarians 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.

**Deadline:**
Consideration will be given to applications received by April 19, 2007.

**Application:**
The Library at the University of California, Berkeley is committed to the support and encouragement of a multicultural environment and seeks candidates who can make positive and imaginative contributions in a context of ethnic and cultural diversity.

Applicants should apply in writing, including with their letter a complete statement of qualifications, a full resume of their education and relevant experience, and the names, addresses, and phone numbers of three references who are knowledgeable about their qualifications for this position. Send applications to:

Barbara Kornstein
Academic Personnel Specialist
Library Human Resources Department
110 The Library
University of California
Berkeley, CA 94720-6000

Or FAX to: 510-642-8675

Or EMAIL: librec@library.berkeley.edu

Applications sent via e-mail preferred.

The University of California is an Equal Opportunity, Affirmative Action Employer. For complete information please visit: [http://www.lib.berkeley.edu/LHRD/hdmusic.html](http://www.lib.berkeley.edu/LHRD/hdmusic.html).
**Position Title:** Reference/Instruction Librarian-Humanities  
**Institution:** Indiana State University  
**General Information:**  
**SUMMARY**  
FT 12-month, tenure-track faculty position responsible for providing reference service, library instruction, collection development, and specialized services in the support of the Departments of Art; Literature, Languages & Linguistics; Music; and Theater. Also provides general and subject discipline reference and instruction; participates with the reference department staff in developing reference/instruction services in the library and via the Internet. As liaison to academic departments within the humanities, will develop and maintain close ties to the target faculty. Participates in evening and weekend reference desk rotation. ISU librarians are expected to participate in university and library governance and to engage in professional activities, including research and publication, in order to attain tenure and promotion.  

**SUPERVISION**  
Reports to the Head of Reference/Instruction Department. May supervise one or more support staff and student assistants as appropriate.  

**Required:**  
ALA-accredited MLS or equivalent terminal degree by the date of appointment; undergraduate or graduate degree in the humanities or significant work experience in one or more of the subject areas; ability to work independently and in a team environment; relevant experience in an academic/research library or research setting; effective organizational, interpersonal, and communication skills including the ability to interact effectively with a wide variety of individuals both internal and external to the Library; the ability to use technology effectively and to adapt to technological and organizational change; evidence of a commitment to service excellence and to serving in professional community outreach roles.  

**Desirable:**  
Demonstrated ability to initiate, organize and set priorities in a team environment; related work experience in the above areas of humanities librarianship; a commitment to develop expertise in the bibliographic and research tools for humanities through a combination of training, coursework, and experience; familiarity with information literacy concepts and programs and outcomes assessment techniques; ability to provide library skills instruction and develop instructional materials for assigned academic departments; record of significant involvement in humanities related professional organizations  

**Salary:**  
$40,000 to less than $50,000  
Competitive; commensurate with experience.  

**Deadline:**  
4/13/2007  

**Application:**  
Available now. Apply at [http://jobs.indstate.edu](http://jobs.indstate.edu). Review of applications begins immediately. ISU is an AA/EOE that encourages the applications of women and minority scholars. ISU has a higher percentage of diverse and multicultural
Position Title: Visiting Librarian, Arts and Humanities  
Institution: Grand Valley State University  
General Information: The Grand Valley State University Libraries invite applications for a full-time visiting Arts and Humanities Librarian.  
Responsibilities: Duties will include providing virtual and traditional reference assistance, library instruction, performing collection development and serving as liaison to one or more academic departments in the College of Liberal Arts and Sciences. This position will be located at the Zumberge Library on GVSU's main campus in Allendale, Michigan and will require evening and weekend hours.  
Requirements: Master of Library Science degree from an ALA accredited institution; exceptional interpersonal and communication skills; ability to work in a team environment; strong commitment to public service.  
Desired qualifications: undergraduate or graduate degree in the humanities; experience providing reference and instruction; experience with collection development.  
Salary & Benefits: Starting salary of $40,000 with a 12-month contract beginning in August 2007; benefits include health and life insurance.  
Deadline: Review of applications will begin immediately and continue until the position is filled.  
Application: Recent library school graduates and those from under-represented groups are encouraged to apply. To apply online, go to http://www.gvsujobs.org and attach a cover letter and resume. If you need assistance or have questions, call Human Resources at 616-331-2215. Grand Valley State University is an affirmative action,
equal opportunity institution.

Grand Valley State University is a public four-year comprehensive university located in west Michigan with campuses in Allendale, Grand Rapids, and Holland, plus centers in Muskegon and Traverse City. The university attracts more than 22,000 students with high quality programs and state-of-the-art facilities. Grand Rapids is a metropolitan area with a population of over one million, rich in cultural amenities and in easy driving distance of superb summer and winter recreational venues.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Special Formats Cataloger</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>University of Texas at San Antonio</td>
</tr>
<tr>
<td>General Information:</td>
<td>The University of Texas at San Antonio Libraries is seeking an energetic, innovative, service-oriented librarian for the newly created position of Special Formats Cataloger. Recent graduates and experienced catalogers are encouraged to apply.</td>
</tr>
<tr>
<td></td>
<td>The University of Texas at San Antonio serves the San Antonio metropolitan area and the broader region of South Texas through programs and services offered from its three campuses: 1604 Campus, Downtown Campus and UTSA’s Institute of Texan Cultures. See <a href="http://www.utsa.edu/about">http://www.utsa.edu/about</a> for more information.</td>
</tr>
<tr>
<td></td>
<td>San Antonio, currently the seventh largest city in the United States, is a beautiful city, contrasting cosmopolitan progress with a rich multicultural history. The cost of living is low, and cultural and educational opportunities abound. There is no state income tax in Texas.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Reporting to the Head of Cataloging, this position will provide original and advanced copy cataloging of several non-book formats, maintain expert knowledge of cataloging standards and practices, manage the Special Formats Cataloging Unit, and work collaboratively with staff in other departments to maximize patron access to materials cataloged in the unit. The Special Formats Cataloger will also participate in library committees and special projects, particularly those related to cataloging and bibliographic control.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td><strong>Minimum qualifications:</strong> Master's Degree from an ALA-accredited library program. Previous original/complex copy cataloging experience requiring knowledge of MARC21, AACR2, LCRI, LCSH, and LC Classification. Strong background in at least two of the following material types: video recordings, sound recordings, interactive multimedia, scores, maps, 3-dimensional materials, and educational kits. Experience using OCLC Connexion and a major integrated library system. Excellent written and verbal communication skills. Supervisory</td>
</tr>
</tbody>
</table>
Preferred qualifications: At least one year experience as a full-time cataloger in an academic library. Experience in more than two of the listed material formats; government documents experience. Experience with the cataloging module of Endeavor Voyager. Ability to catalog materials in at least one foreign language. Experience supervising full time library staff.

Salary, Rank & Benefits: $40,042 (flexible depending on qualifications) for a 12-month appointment. A liberal benefits package and support for professional development is provided.

Deadline: Position closes 05/11/07


Questions: call Human Resources at (210) 458-4250.

This is a security sensitive position. UTSA is an EEO/AA employer. Women and minorities are encouraged to apply.

Position Title: Head, Arts and Special Collections
Institution: 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 tArts Reference Desk and other service points. The head supervises a team of four faculty liaison librarians/archivists and four staff members. The head develops 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: 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
· Strong public service orientation
· Demonstrated ability to lead and collaborate as part of a team
· Supervisory experience
· Demonstrated knowledge of print and electronic information resources and information technologies
· Demonstrated experience in creating or managing digital projects
· Outstanding written, oral, and interpersonal communication skills
· 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 depending on qualifications and experience. Comprehensive benefits package.

Deadline:

Applications will be accepted until the position is filled. Employment eligibility verification and background check required before hire.

Application:

Send application letter referencing job HL1-07, resume, and names and contact information for three references to:

Executive Assistant, Hunt Library
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

Fax: (412) 268-2793

Email applications (job #HL1-07 in subject line) can be sent to dlc2@andrew.cmu.edu.

Carnegie Mellon is an Affirmative Action/Equal Opportunity Employer dedicated
Members of historically underrepresented groups in librarianship (African Americans, Asian Americans, Hispanic Americans and Native Americans) are strongly encouraged to apply.

**Working Title:**
Head of Mills Music Library

**Official Title:**
Sr. Acad Librarian (R04BN) or Academic Librarian (R04DN)

**Institution:**
University of Wisconsin-Madison

**Principal Duties:**
Responsibilities: The University of Wisconsin-Madison seeks an experienced, creative, service-oriented librarian to head Mills Music Library. Under the general supervision of the Director of Memorial Library, the successful candidate will be responsible for: strategic planning and development; creating operational and technical policies and procedures; developing and managing collections in all areas relating to music and dance; fund-raising and grant-writing; supervising staff of three professional librarians, one library services assistant, indirect supervision for 20-25 student library assistants; providing high-quality and innovative reference services and course-related library instruction; envisioning modern approaches for providing access to collections; serving as primary liaison to the School of Music and the Department of Dance; collaborating with the School of Library and Information Studies and the School of Music on development of curricula in music librarianship; representing Mills Music Library at all levels; contributing to the mission of the University and the library profession.

**Degree and Area of Specialization:**
ALA accredited MLS and MM or MA (or equivalent) in music-related field.

**Required Qualifications:**
Managerial and collection development experience in an academic or research library. Teaching and/or library instruction experience. Reading knowledge of at least one language other than English. Awareness of national and international issues and trends in music librarianship and information technology. Excellent oral and written communication skills. Ability to work independently and collaboratively in a rapidly changing environment.

**Desired Qualifications:**
Five or more years of progressively responsible professional experience in an academic research library, preferably specializing in music. Grant writing and other fund-raising experience.

**Background:**
The University of Wisconsin-Madison libraries rank as the 10th largest research collection in North America. The campus is home to more than forty libraries including many rare and specialized resources such as the
Department of Special Collections, the UW Digital Collections, and Mills Music Library. The University serves a diverse community of approximately 41,000 students and is renowned for its outstanding research and teaching programs.

About Mills Music Library: Mills Music Library, a member library of the University of Wisconsin-Madison General Library System, is the primary resource for music materials and information on the UW-Madison campus and in the state of Wisconsin. It is housed in Memorial Library, the principal humanities, social sciences, and area studies research facility on the UW-Madison campus. Mills Music Library has more than 186,000 titles, with special collections containing an additional 300,000 items in various formats. The library houses printed music, books related to music and dance, periodicals, sound recordings, video recordings, and electronic resources. Collection strengths include the Americana Collection, the Tams-Witmark Collection of musical theater, the Wisconsin Music Archives, and ethnomusicology. The library provides playback equipment for a variety of audio and video media, a seminar room, a digital preservation studio, and a recently remodeled space for individual and collaborative study. Detailed descriptions of the collections and services can be found at the Mills Music Library website (http://music.library.wisc.edu). A period of evaluation will be required.

**Salary, Rank & Benefits:**

**Appointment type:** Academic Staff  
**Department(s):** LIBR/MEMBER LIBRARIES  
**Full time salary rate:** Minimum $45,091 Maximum $75,826 annual (12 months) depending on qualifications  
**Term:** This is a renewable appointment.  
**Appointment percent:** 100%  
**Anticipated begin date:** MAY 01, 2007  
**Number of positions:** 1

**Deadline:**

To ensure consideration, application must be received by: MARCH 30, 2007.

**Application:**

To apply, send cover letter, resume, and contact information for three references.

Send resume and cover letter referring to Position Vacancy Listing #55692 to

Sandra Guthrie  
365 Memorial Library  
728 State St  
Madison WI 53706-1418

Phone: 608-262-8190  
TTY: 608-263-2473  
Fax: 608-265-2754
Position Title: Managing Editor  
Institution: The Smithsonian Institution’s National Museum of American History  
Responsibilities: The Smithsonian Institution’s National Museum of American History is seeking a Managing Editor for the William Steinway Diary Project. Working with two co-editors, the Managing Editor will coordinate and manage all aspects of preparation for scholarly online publication. The incumbent will coordinate over twenty volunteer researchers; write and edit diary annotations; develop and monitor project budget and timelines; and supervise a project assistant.  
Criteria:  
**Mandatory criteria:**  
• knowledge of documentary editing standards and practices for scholarly publication  
• skill in collaborating with a variety of constituencies  
**Desirable criteria:**  
• experience with Microsoft Word, HTML and online publishing  
• attention to detail  
• knowledge of administrative processes, including budget and project management  
Salary, Rank & Benefits: This is a 3-year, non-federal position with possible extension. The starting salary is $55,706 with potential to $66,767. The benefits package is excellent.  
Deadline: April 13, 2007  
Application: Please send your resume and a separate document specifically describing how you meet the criteria above to limehousem@si.edu no later than April 13, 2007. Questions may be addressed to Maggie Limehouse, Personnel Manager, at the email or at 202-633-3554.  
The Smithsonian Institution is an EEO employer. Minorities and women are encouraged to apply.
<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Project Assistant</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>The Smithsonian Institution’s National Museum of American History</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>The Smithsonian Institution’s National Museum of American History is seeking a Project Assistant for the William Steinway Diary Project. Reporting to the Managing Editor, the incumbent will assist in the administrative and editorial work of the project, proof-reading annotations; tracking budgets; preparing reports and correspondence; maintaining records and files; and related work.</td>
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</table>
| Criteria: | **Mandatory criteria:**  
• skill in verbal and written communication, including use of computer  
• ability to work effectively with people in a decentralized team environment  

**Desirable criteria:**  
• experience with Microsoft Word, HTML and online publishing  
• attention to detail  
• knowledge of administrative procedures in an automated office environment |
| Salary, Rank & Benefits: | This is a 3-year, non-federal position with possible extension. The starting salary is $37,640 with potential to $46,041. The benefits package is excellent. |
| Deadline: | April 13, 2007 |
| Application: | Please send your resume and a separate document specifically describing how you meet the criteria above to limehousem@si.edu no later than April 13, 2007. Questions may be addressed to Maggie Limehouse, Personnel Manager, at the email or at 202-633-3554.  

The Smithsonian Institution is an EEO employer. Minorities and women are encouraged to apply. |

<table>
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<tr>
<th>Position Title:</th>
<th>Music Librarian</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>The University of Maryland</td>
</tr>
<tr>
<td>General Information:</td>
<td>This is an exciting position for a skilled and experienced Music Librarian who wants to help create and administer an innovative program for public service and user education in the performing arts that incorporates new technologies, interdisciplinary models, and analysis of user needs.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>The Music Librarian is a member of the Michelle Smith Performing Arts Library (MSPAL), working under the direction of the Head of MSPAL. Collaborates with the Theatre/Dance Librarian and other members of MSPAL to provide exceptional service to users. Serves as primary liaison to the faculty and students in the School of Music, providing reference, library instruction and management</td>
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of the electronic and print music reference collection. Assists in developing and maintaining general collections in music. Oversees delivery of multimedia information to users of MSPAL. Manages the daily operations of a pilot project for digital audio reserves services. Serves on library and university committees as appropriate.

Qualifications and Experience:
ALa-accredited master’s degree in Library or Information Science and/or other post-baccalaureate degree in music with library experience. Subject background in music demonstrated through academic degrees, course work, publications, or substantive experience. Experience providing reference and instructional services and/or collection development and management in an academic music or performing arts library. Understanding of current and emerging trends in librarianship, music, and the performing arts and familiarity with information resources, both print and electronic, related to the performing arts. Demonstrated ability to work effectively and creatively with faculty, students, and library staff in a dynamic, rapidly changing environment. Excellent oral and written communication skills. Able to meet promotion and permanent status requirements of library faculty. Preferred: Additional graduate degree in musicology, ethnomusicology, music theory, or music education.

Salary, Rank, & Benefits:
Category: Non-Tenured Faculty, Full-Time (12 Month Appointment)
Salary: Commensurate with qualifications and experience
Benefits: Comprehensive Benefits

Position is appointed to Librarian Faculty ranks. Appointment rank is based on the successful applicant’s experience and relevant credentials. For additional information, consult the following website: http://www.lib.umd.edu/groups/Ifa/APPSC/APPSC.doc.

Deadline: April 9, 2007
Application: Electronic applications are preferred. For full consideration, submit a cover letter, resume and the names and addresses of three references by April 9, 2007. Applications accepted until the position is filled. Send resume by e-mail to jlove1@umd.edu or by fax to (301) 314-9960 or to:

Johnnie Love
Room 7233
McKeldin Library
University of Maryland
College Park, MD 20742-7011.


THE UNIVERSITY OF MARYLAND IS AN EEO/AA employer.
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<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Head Librarian</th>
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<tr>
<td><strong>Institution:</strong></td>
<td>The Cleveland Orchestra</td>
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<tr>
<td><strong>General Information:</strong></td>
<td>The Cleveland Orchestra announces auditions for the following vacancy:</td>
</tr>
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<td>HEAD LIBRARIAN</td>
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<td>(position is a non-playing member of the bargaining unit)</td>
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<td>Auditions/interviews will be held April through July 2007</td>
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<td>Employment to begin Fall 2007.</td>
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<td>Only a limited number of highly qualified applicants will be invited to interview.</td>
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<tr>
<td><strong>Deadline:</strong></td>
<td>April 2, 2007</td>
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<tr>
<td><strong>Application:</strong></td>
<td>Please send a resume with references by fax, mail, or email to:</td>
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<tr>
<td></td>
<td>The Cleveland Orchestra Auditions</td>
</tr>
<tr>
<td></td>
<td>Severance Hall</td>
</tr>
<tr>
<td></td>
<td>11001 Euclid Avenue</td>
</tr>
<tr>
<td></td>
<td>Cleveland, OH 44106</td>
</tr>
<tr>
<td></td>
<td>Fax: 216/791-4150</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:auditions@clevelandorchestra.com">auditions@clevelandorchestra.com</a></td>
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<td></td>
<td>The Cleveland Orchestra is an equal opportunity employer.</td>
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<tr>
<th><strong>Position Title:</strong></th>
<th>Curator of Special Collections and Head, W.D Jordan Special Collections and Music Library</th>
</tr>
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<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>Queen's University, Kingston, Ontario</td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
<td>Queen's University Library seeks an energetic, innovative and service-oriented librarian to assume the position of Curator and Head of the W.D. Jordan Special Collections and Music Library. Reporting to an Associate University Librarian, the Head provides leadership and vision in the planning, development and delivery of high quality services and collections for users of Special Collections, the School of Music and the broader community. The Head fosters a collegial and productive environment for staff, ensuring that user-centred services meet the needs of the Library's diverse user communities. The Head consults and collaborates with</td>
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</table>
other units within Queen's University Library and participates in the Library's
team-based organization and decision-making processes.

**Responsibilities:**
As Curator, the incumbent oversees the collection, organization, maintenance,
preservation and promotion of the special collections held in the Jordan Library;
provides reference, instruction, promotion and outreach services; collaborates
with others in the development of digitization projects; liaises with current and
potential donors and assumes a leadership role in fund development activities
relating to Special Collections. The Curator directs the library's conservation
programme, advises on policies and procedures and promotes the greater
awareness of the critical conservation issues and practices within the library.

**Qualifications:**
An ALA accredited MLIS or equivalent with a strong academic background in the
humanities (preferably with an advanced degree); reading knowledge of French.
Familiarity with Canadian, British and European literature, history and music
disciplines is an asset. Experience in developing special collections; demonstrated
familiarity with rare book practices and the antiquarian book trade; familiarity
with print and electronic resources that support the collections; knowledge of
issues, trends, principles and practices in special collections including collection
security, conservation techniques, digitization initiatives, preservation issues and
applications; success with gifts, donor-relations and fund-raising is an asset;
demonstrated collaborative, innovative, proactive and facilitative leadership
skills; ability to mentor, coach and motivate staff; creative problem-solving skills;
ability to work collaboratively with colleagues within the Library and with other
campus partners; a commitment to developing an environment that supports the
creation of a learning organization and the ability to work productively in a team-
based environment are required.

**Environment:**
The W.D. Jordan Special Collections and Music Library, located in the Douglas
Library building, provides services and collections for users of Special Collections,
the School of Music and the broader community. In addition, the Library's
conservation services are provided by staff in this unit.

Queen's University Library comprises six major libraries in well-equipped
facilities. It serves the teaching and research needs of a user community of
approximately 18,000 students and 800 faculty with research collections
exceeding 7 million items, access to more than 25,900 electronic journals and
more than 570 databases, a staff of 149 and a budget exceeding $17 million. A
team-based organization, based on the goals of a learning organization, was
introduced in 1999 to encourage innovation and flexibility in meeting the service
needs of the Library's users.

**Salary, Rank &
Benefits:**
Librarians are members of the Faculty Association and terms and conditions of
work are governed by the collective agreement between the Association and the
University which is posted at [http://www.qufa.ca](http://www.qufa.ca). It is anticipated that this
position will be filled at the rank of Associate Librarian or Librarian. Salary and
rank will be commensurate with qualifications and experience. (2007/08
minimum salary for an Associate Librarian is $60,478.) This is a five-year
renewable appointment as Head, W.D. Jordan Special Collections and Music Library and a continuing track librarian appointment. The position carries an annual administrative stipend of $2,500.00.

**Deadline:**
Applications will be reviewed on an on-going basis beginning March 19, 2007 and will continue until the position is filled.

**Application:**
A letter of application outlining your suitability for this position, accompanied by a curriculum vita and the names of three referees, one of whom is a current or recent supervisor, should be sent to:

Barbara Teatero, Associate University Librarian
Joseph S. Stauffer Library
Queen's University
Kingston, Ontario K7L 5C4

FAX: (613) 533-6362
Email: library.hr@queensu.ca

The University invites applications from all qualified individuals. Queen's University is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. All qualified candidates are encouraged to apply, however, Canadian citizens and permanent residents will be given priority.

For a complete position guide: http://library.queensu.ca/libdocs/posguide_jordan2007head.pdf
Visit the W.D. Jordan Special Collections and Music Library: http://library.queensu.ca/webmus/sc/
Learn more about Queen's University Library: http://library.queensu.ca/
Learn more about Queen's University: http://www.queensu.ca/

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**Position Title:** Reference Librarian/Bibliographer for Fine Arts or Communications Field

**Institution:** The University of North Dakota Libraries

**Qualifications:**
Required: Graduate library degree from an American Library Association accredited program; Preferred: Relevant academic or research library experience, degree in a fine arts or communications field, knowledge of electronic and traditional information resources, knowledge of library user education, knowledge of collection development principles, demonstrated strong public service orientation to work well with faculty, staff and students. The schedule includes some evening, weekend and holiday hours.
**Salary:** $37,000

**Deadline:** Applications will be accepted until the position is filled. Applications received by March 31, 2007, will be given first consideration.

**Application:** Submit letter of application, resume, and the names, phone numbers and e-mail addresses of three (3) professional references and an official University application form, which may be downloaded [here](http://www.library.und.edu) or obtained by calling (701) 777-4361, to:

Human Resources  
University of North Dakota  
264 Centennial Drive Stop 8010  
Grand Forks, ND 58202-8010  
humanresources@mail.und.edu

More information about the Library may be found at [http://www.library.und.edu](http://www.library.und.edu).

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**Position Title:** Supervisory Librarian, GS-1410-14  
**Institution:** Library of Congress  
Library Services (Collections and Services Directorate, Music Division, Reader Services Section)

**General Information:** POSITION NUMBER: 12852

**INTRODUCTORY STATEMENT:** The Head, Reader Services Section and Performing Arts Reading Room, who reports directly to the Assistant Chief, is under the general direction of the Chief and Assistant Chief, who reviews and approves technical procedures, personnel recommendations, and work programs proposed. In other respects, the incumbent enjoys a high degree of responsible independence in the direction of reader services in the Division. Participates in discussions, meetings and conferences with the Chief and Assistant Chief, and, as required, divisional and inter-divisional meetings concerning policies and procedures affecting reader services in the Performing Arts Reading Room (PARR). Meets regularly with Assistant Chief and Head, Acquisition and Processing Section to coordinate staff schedules and work assignments.

The incumbent will work a flexitime work schedule, with some Saturday rotation.

**Duties:** Provides administrative oversight and supervision necessary for accomplishing the work of the unit.

Provides assistance to patrons in searching library databases, on-line resources, and other information resources. Conducts a thorough reference interview,
analyzes questions and requirements, and suggests search strategies. Troubleshoots and resolves problems encountered during searches. Answers questions directly, or guides patrons to resources that include musical scores and manuscripts, books, photographs, published and unpublished audio and video recordings, archival materials, electronic database information, digital materials, electronic journals, and bibliographic citations. Instructs patrons on how to find relevant information. Prepares analytical bibliographies, monographs, guides, studies, and reports, including electronic finding aids. Accepts referrals from within and outside the library involving work and bibliographic records in area(s) of expertise. Gives subject, and cataloging assistance to other library staff members, and to users of cataloging products.

Selects and recommends appropriate titles in all formats, and prepares and justifies requests for major purchases. Examples of materials acquired are musical scores and manuscripts, printed books, serial publications, print and online reference services, microforms, video and audio recordings, CDs, and monographs.

Utilizes training principles and methods to present training courses. Analyses strengths and weaknesses of trainees. Adapts teaching style and methodology to suit particular subject matter and trainee. Informally trains clients and other staff one-on-one or in groups, as needed.

Develops and maintains collegial relationships with librarians within and outside the organization as well as with scholarly and literary associations. Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information. Presents papers at conferences, seminars, or meetings in librarianship and other relevant fields. Prepares articles for publication. Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits.

** Qualifications:**

** EVALUATION OF TRAINING AND EXPERIENCE:**

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Knowledge of history, theory, and literature of music and other performing arts. **

Knowledge of reference service in a performing arts environment. **

Ability to supervise, motivate, and lead a diverse workforce.

Ability to plan, coordinate and evaluate work.
**Knowledge of library systems and other information technologies relevant to performing arts collections.**

**Ability to communicate orally**

**Ability to communicate in writing in performing supervisory or leadership responsibilities.**

**Salary:**

Salary Range: $93,822.00-$121,967.00

**Deadline:**

March 12, 2007

**Application:**

To be considered for this vacancy, applicants may apply online at [www.loc.gov](http://www.loc.gov) or submit a completed applicant job kit. Online applicants must complete all mandatory sections of the online application form. In order to use the online application system, applicants must use a computer that is equipped with either Netscape 4.7 or Internet Explorer 5.0, or higher. Attempting to complete the online application with an incompatible browser could result in the inability to submit a complete application. Job kit applicants must submit a completed application using the job kit scannable form AND an OF-612 or a Federal Style resume. A facsimile of the scannable form cannot be accepted nor will hard copy applications be accepted without a completed scannable form. You can request a copy of the job kit, which includes the scannable form, by contacting the Library of Congress Customer Service Center at the address below. If you experience technical difficulties with the online system or need any additional information, please contact a Human Resources Assistant at the number listed below or at [jobhelp@loc.gov](mailto:jobhelp@loc.gov).

Library of Congress Customer Service Center  
101 Independence Avenue, SE, LM-107  
Washington, D.C., 20540-2700  

(202)-707-5627

Please be advised that due to security concerns on Capitol Hill, mail delivery from the United States Postal Service is experiencing significant delays. As a result, you are strongly encouraged to apply online. If you choose to submit a hard-copy application, we recommend that you send it via Fed-Ex or United Parcel Service (UPS) and that you allow at least 72 hours for delivery, even for overnight packages. You also have the option of hand delivery of your application, Monday through Friday, from 8:30 a.m. until 4:30 p.m., to the Library of Congress Customer Service Center.
<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Catalog Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Berklee College of Music</td>
</tr>
<tr>
<td>Description:</td>
<td>Berklee College of Music seeks an Assistant Catalog Librarian to handle processing all library materials from receipt to shelving. Process all copy, basic, and full level cataloging, classification assignment, oversee all aspects of materials end-processing, local indexing and authority work.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td>Master’s degree in Library Science required from an accredited American Library Association institution. Bachelor’s degree in music or related field. One to two years cataloging experience preferred. Demonstrated experience with cataloging on an automated library system. Knowledge of established library standards including LC classification, AACR2, and MARC formats. Requires professional level of communication, organization, problem-solving, interpersonal, and supervisory skills. Technical acumen with academic research resources and academic library operations.</td>
</tr>
<tr>
<td>Deadline:</td>
<td>Open until filled.</td>
</tr>
<tr>
<td>Application:</td>
<td>Interested candidates should submit their cover letter and resume to <a href="mailto:apply-hr@berklee.edu">apply-hr@berklee.edu</a> indicating only the job title and code (06-702) in the subject line. No agency referrals accepted. Berklee College of Music is committed to increasing the diversity of the college community and the curriculum. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.</td>
</tr>
</tbody>
</table>

Velda McRae  
Associate Director of Staffing  
1140 Boylston Street MS 855-HR  
Boston, MA 02215  
(617) 266-1400  
vmcrae@berklee.edu

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Cataloging Librarian and Processing Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>University of Missouri-Kansas City</td>
</tr>
<tr>
<td>General Information:</td>
<td>UMKC is a comprehensive research university exemplifying the values of education first, innovation, accountability, diversity, and collaboration. See: <a href="http://www.umkc.edu/aboutumkc/values.asp">http://www.umkc.edu/aboutumkc/values.asp</a>. In a large area of green space and in Kansas City's research/cultural corridor, the campus is located in the heart of one of America's most affordable and attractive cities.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Dynamic urban academic library seeks innovative, knowledgeable, flexible individual with strong public service orientation and proven cataloging skills for</td>
</tr>
</tbody>
</table>
the position of Cataloging Librarian and Processing Supervisor, University of Missouri-Kansas City (UMKC) University Libraries. The UMKC University Libraries are a member of MOBIUS statewide library higher education consortium with a shared Innovative Interfaces automated library system. Position reports to the Assistant Director for Technical Services, and manages Catalog Processing Unit (copy cataloging, finishing, repair), supervises three Library Information Specialists and student assistants, catalogs complex materials in diverse range of formats and subjects, emphasizing monographs, media, digitized and online resources, and using appropriate metadata and levels of description. Creates authority records for online catalog and LC authority file as NACO participant. Participates on Technical Services management team to maintain high quality, user-centered service. Monitors cataloging and metadata standards development, LC and NLM changes in cataloging practices/policies; analyzes impact of these changes and determines and implements appropriate responses in local practice. Helps evaluate cataloging workflow during period of strategic planning and reorganization. Professional development encouraged, required for promotion in ranked, non-tenure track position. Successful candidate will have an opportunity to participate in library strategic planning and planning for a new expansion of the library and integrated learning center.

Qualifications:

**Required Qualifications:** ALA-accredited MLS; minimum 2 years recent cataloging experience; cataloging familiarity with AACR2r, USMARC formats, authorities format, LC; reading knowledge of second language. Must have excellent analytic, problem solving skills; exceptional interpersonal, communication skills; good oral and writing skills in English; commitment to public service. Demonstrated ability to plan, coordinate and implement projects and to participate successfully in multiple, simultaneous assignments; aptitude for complex and detailed work. Must show evidence of professional initiative, mature judgment; understanding of scholarly research environment. Must be able to thrive in a team setting, handle multiple responsibilities in a dynamic environment, and operate effectively in a diverse academic community. Potential for professional growth, service activities in keeping with university and library requirements for retention, promotion in non-tenure track appointment is also required.

**Preferred:** Professional experience cataloging academic library materials; professional understanding and knowledge of non-MARC metadata schemas, standards, best practices, and their applications (e.g. Dublin Core, XML, OA, FRBR, etc.); additional graduate degree; subject knowledge in music; Western European language; experience with automated library system; experience cataloging non-print media; demonstrated successful supervisory experience, OCLC, NACO.

Salary & Benefits: Competitive salary commensurate with education and experience and excellent retirement/benefits package.

Deadline: Application review begins May 18, 2007, and continues until position is filled.
### Application:

Send letter of application, resume, names of three references to:

Brenda Dingley  
Chair of Search Committee  
University Libraries  
Administrative Office  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City, MO 64110  

816-235-1531 or submit via e-mail to morrish@umkc.edu.

See [http://www.umkc.edu/lib/People/jobopenings.htm](http://www.umkc.edu/lib/People/jobopenings.htm) for additional openings.

UMKC is an equal opportunity/affirmative action institution.

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<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Assistant Librarian for Technical Services</th>
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<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>The Colburn School</td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
<td>The Colburn School is a private institution located in downtown Los Angeles comprised of the Colburn Conservatory and The Colburn School of the Performing Arts. The Conservatory is a highly selective, degree-granting program in music performance and the School of the Performing Arts is a pre-college program in music, theater and dance. The Colburn School is accredited by the National Association of Schools of Music.</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td>12 month, full-time position responsible for the supervision of technical services for a growing collection of primarily scores and audio-visual materials. Performs original and advanced copy cataloging including name, title and subject authority work. The Assistant Librarian supervises 2.5 paraprofessional staff in the cataloging, processing, and maintenance of the collection. Also responsible for the general oversight of circulation services and the library listening facility. This is a newly-created position that offers a unique opportunity to develop policies and services.</td>
</tr>
<tr>
<td><strong>Qualifications:</strong></td>
<td><strong>Minimum qualifications:</strong> Master’s Degree from an ALA accredited library &amp; information science program. Previous original cataloging experience with music materials requiring knowledge of MARC 21, AARC2, LCRI, LCSH and LC Classification. Strong background in cataloging of scores and recordings. Experience using OCLC Connexion and an integrated library system. Supervisory experience of full-time library staff. Ability to work well with faculty, staff, and students of all ages. Excellent written and oral communication skills. Demonstrated ability to work collaboratively and independently.</td>
</tr>
</tbody>
</table>
**Preferred qualifications:** Bachelor’s or Master’s degree in music. At least three years experience including one year as a full-time cataloger, including work with music materials. Experience with Innovative Interfaces.

**Salary:** Very competitive. Commensurate with qualifications and experience.

**Deadline:** Open until filled. Review of applications will begin June 1, 2007.

**Application:** Apply in writing, including a letter with a complete statement of qualifications, a full résumé and the names, addresses, and phone numbers of three references who can speak to your qualifications for this position. Please send applications to:

Daniel Curtin, Human Resources
The Colburn School
200 South Grand Ave.
Los Angeles, CA 90012

Or email hr@colburnschool.edu.
Applications sent via email preferred.

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**Position Title:** Library Assistant/ Circulation & Processing

**Institution:** The Colburn School

**General Information:** The Colburn School is a non-profit independent institution located in downtown Los Angeles, consisting of two divisions: a non-degree-granting School of Performing Arts (1400 students and growing) and a degree-granting Conservatory of Music (maximum 110 students). The School of Performing Arts has existed for over 50 years; the Conservatory is in its third year. The Colburn School is accredited by the National Association of Schools of Music.

**Responsibilities:** The Library Assistant performs a variety of technical, clerical and public service duties. Primary duties include staffing the circulation desk, including checking out and receiving library materials; maintenance of borrower database; system back-up; answering directional questions from students, faculty and staff; processing and repairs of library materials; stack maintenance; supervision of library student workers; articulating library policies and procedures to library users.

40 hours/week (includes some evening and weekend hours).

**Qualifications:**
1. Education: Minimum educational requirement, AA degree. Bachelor’s degree preferred
2. 2 years experience in a library setting. General knowledge of library operations in technical and public services
3. Experience with integrated library systems. Millennium preferred.
4. Strong communication, customer service and interpersonal skills. Ability to
interact effectively with users of all ages.
5. Ability to work independently, good organizational skills, attention to detail.

Deadline: Open until filled.
Application: Send your Word resume to: hr@colburnschool.edu

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**Position Title:** Music Cataloger (part-time)

**Institution:** Queens College, CUNY

**General Information:** Nurtured by both the Aaron Copland School of Music and the Queens College Libraries, the Queens College Music Library has evolved into a first-class research facility and is the largest music collection in the CUNY system. The Music Library is located on two levels in the School of Music building and contains over 35,000 scores, 30,000 books, 20,000 sound recordings, and almost 150 journal titles (in print or electronically).

**Responsibilities:**
Catalog scores, books, audio and visual sound recordings, and reference materials. Mostly copy cataloging and added volumes but some original cataloging will be required.

Assist with circulation and other projects as needed.

**Qualifications:**
Reading knowledge of music required. Music background, cataloging experience, and reading knowledge of one or more European languages preferred.

Successfully demonstrated experience using word processing and web-based programs. Experience with one or more library systems preferred. Good interpersonal, oral, and written communication skills. Successfully demonstrated ability to work independently as well as deal tactfully and effectively with staff in a team setting. Successfully demonstrated ability to pay attention to detail.

Must be able to work during music library hours:

During the semester: Monday - Thursday 9:00-8:00, Friday 9:00-5:00

During breaks and the summer: Monday - Friday 9:00-5:00

**Deadline:** Open until filled.

**Application:** Anyone interested in the position should contact Jennifer Oates (718-997-3901 or Jennifer.Oates@qc.cuny.edu) for more information. (Please note that I am out of my office on Fridays.)
Position Title: Assistant Professor of Library Science and Music - Music Librarian (search extended)

Institution: 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: Open until 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.

Position Title: Senior Music Cataloger
Institution: Northwestern University
General Information: Northwestern University Library seeks a talented and experienced music cataloger to manage and lead the Music Library's cataloging operations.
Responsibilities: Directly supervises 3 FTE staff, including one librarian and two support staff, in
cataloging and preservation; develops and documents music cataloging procedures and policies; compiles statistics; coordinates special projects. Catalogs scores, sound recordings, manuscripts, rare books and scores, and other monographic materials according to national standards of bibliographic control and access; engages and provides expertise in authority control for music materials; participates in national cooperative-cataloging initiatives, including the NACO Music Project. Serves as chief liaison to central technical-services departments and represents the Music Library on the Cataloging Policy Committee, a group that shares information and sets policy across multiple cataloging units within the Northwestern University Library system. Oversees and assists in item- and collection-level description of archival music collections. Participates in appropriate professional development, continuing education, professional service, and research activities. Other duties as assigned.

**Qualifications:**

**REQUIRED QUALIFICATIONS:** Master's degree from an ALA accredited program in library science or the equivalent combination of education and relevant library experience. Bachelor's degree in music. At least three years music cataloging experience. Extensive skill in original cataloging of scores and sound recordings. Bibliographic knowledge of Western European languages. Broad knowledge of musical repertoire. Awareness of current developments in technical services and music librarianship.

**PREFERRED QUALIFICATIONS:** Successful supervisory, training, and/or management experience. Advanced degree in music. Familiarity with archival standards for physical processing and description, including EAD. Evidence of professional service or research activity.

**Environment:**

Northwestern University, Evanston, Illinois, is a major private university with an extensive library system. This includes the Northwestern University Library, three branch libraries on the Evanston Campus, and three libraries on the Chicago Campus. Northwestern University Library is a member of the Association of Research Libraries (ARL) and participates in programs of the Committee on Institutional Cooperation (CIC). The holdings of the libraries total over 4 million volumes. See more information about the Library at: [http://www.library.northwestern.edu](http://www.library.northwestern.edu). The Northwestern University Music Library is among the nation's largest music libraries and is distinguished internationally for its extensive holdings of printed music and archival materials documenting music composed since 1945. See more information about the Music Library at: [http://www.library.northwestern.edu/music](http://www.library.northwestern.edu/music).

**Salary:**

Dependent on qualifications and experience.

**Deadline:**

Open until filled.

**Application:**

Send letter of application and resume, including names of three references, to

Peter J. Devlin
Personnel Librarian
Northwestern University Library
1970 Campus Drive
Evanston, Illinois 60208-2300
or
library-personnel@northwestern.edu.

Review of applications will begin immediately and continue until position is filled. Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Librarian, Copland Library</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Boston Symphony Orchestra</td>
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<tr>
<td>Responsibilities:</td>
<td>This position supports the Copland Music Library Chief Librarian. Responsibilities include assisting with preparation of chamber music parts for works to be performed by the Tanglewood Music Center during the summer. Assist with check-out and return of all materials in the library; run errands and copy parts as necessary; assist with maintaining a policy for late materials and collect fines as necessary; catalog new materials to be added to the library's collection; assist with cataloguing recordings for performance reference as necessary; enter chamber music from the collection into the OPAS database system as time allows.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td>Must be well-versed in the standard symphonic, operatic and chamber music repertoire. Personal performance experience is preferred. Must be able to maintain a pleasant, professional manner and be extremely organized, efficient and detail oriented. Able to work well in a fast-paced environment, individually as well as part of a team, and be flexible with work hours, including a willingness to work overtime when necessary (salary is based on an hourly rate with 1.5 overtime pay over 40 hours per week). Applicant must have a car and valid driver’s license. Housing will be provided if necessary.</td>
</tr>
<tr>
<td>Salary &amp; Schedule:</td>
<td>DATES: June 15-August 24, 2007</td>
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<td></td>
<td>HOURS: M-F 9:00 a.m. – 5:00 p.m. Anticipated evening and additional weekend hours.</td>
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<tr>
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<td>HOURLY RATE: $8 per hour</td>
</tr>
<tr>
<td>Deadline:</td>
<td>Open until filled.</td>
</tr>
<tr>
<td>Application:</td>
<td>Please forward resume and cover letter to <a href="mailto:jobs@bso.org">jobs@bso.org</a>. EEOE.</td>
</tr>
</tbody>
</table>
Position Title: Chief Librarian, Copland Library
Institution: Boston Symphony Orchestra
Responsibilities: This position oversees and maintains the Copland Music Library on the Tanglewood Grounds. The main responsibility of this position is to prepare all chamber music parts for works scheduled to be performed by the Tanglewood Music Center during the summer. This includes reviewing the condition and completion of sets of parts already in the library’s collection, and, in consultation with faculty coaches, ordering scores and parts that are not currently part of the library’s collection. Responsible for the following tasks: prepare the library for use prior to the arrival of the TMC fellows and faculty members; catalog and prepare all chamber music pieces scheduled for performance for students and faculty at least 2 weeks in advance of the first rehearsal; coordinate a system for check out and return of all materials in the library; track all library expenses in keeping within the library’s summer budget and submit invoices for payment; return all rental materials in a timely fashion; maintain a policy for late materials and track and collect fines as necessary; catalog new materials to be added to the library’s collection; order recordings for performance reference as necessary; enter chamber music into the OPAS database system as time allows; assist the BSO Principal Librarian or the TMC Orchestra Librarian upon request. The Chief Librarian must also supervise a Copland Library Assistant Librarian.
Qualifications: Must be able to maintain a pleasant, professional manner and be extremely organized, efficient, and detail oriented. Applicant should work well in a fast-paced environment, individually as well as part of a team, and be flexible with work hours. Requirements: extensive knowledge of the standard symphonic, operatic and chamber music repertoire; personal performance experience preferred; prior supervisory experience, music reference library experience. Applicant must have a car and valid driver’s license. Housing will be provided.
Salary & Schedule: HOURS: M-F 9:00 a.m. – 5:00 p.m. Anticipated evening and additional weekend hours.
HOURLY RATE: $10 per hour
Deadline: Open until filled.
Application: Please forward resume and cover letter to jobs@bso.org. EEOE.

Position Title: Music Librarian
Institution: Music Academy of the West
General Information: Founded in 1947, the Music Academy of the West is among the nation’s preeminent summer schools and festivals for gifted young classical musicians.
The Academy provides these promising musicians with the opportunity for advanced study and performance under the guidance of internationally renowned faculty artists, as well as guest conductors and soloists. Admission to the Academy is strictly merit based, and students receive full scholarships. Academy alumni are members of major symphony orchestras, chamber orchestras, ensembles, opera companies and university and conservatory faculties throughout the world. Many have established themselves as prominent solo artists. Based in Santa Barbara, the Music Academy of the West presents more than 175 public events annually, including student recitals, masterclasses, orchestra and chamber music concerts, and fully staged opera (in 2007 – La Bohème).

### Responsibilities:

#### Specific Duties:

- With Orchestra Manager, secure performance materials; prepare and mark parts as necessary in consultation with guest conductors and concertmasters; organize music folders for orchestral personnel; distribute parts to musicians using a system that tracks outstanding parts and supports follow-up with individuals so that all parts are returned.

- Locate and shelve music and recordings.

- Administer limited circulation of printed music and recordings.

- Assist users with reference materials.

- Oversee use of listening carrels.

- Copy and distribute CD recording copies of student and faculty performances as approved by the Artistic Program Coordinator.

- Close and secure library at 5pm (Monday – Friday).

- Other related duties as may be required.

### Qualifications:

Degree in music or related field or currently enrolled. Previous music library experience preferred. Proficient in word and excel. Highly organized and detail oriented.

### Hours/Length of Employment:

Part-time, 11am – 5pm, Monday through Friday, from June 14 – August 12, 2007.

### Deadline:

Open until filled.

### Application:

Abby Fennessy  
Artistic Program Coordinator  
Music Academy of the West  
1070 Fairway Road
**Position Title:** Orchestra Librarian  
**Institution:** Louisville Orchestra

**General Information:** Reports to: Director of Operations (and Music Director)

Job Summary: The Orchestra Librarian is responsible for providing and organizing all of the music needed for performances, and for maintaining the orchestra's library of parts and scores.

**Responsibilities:**

**Music Procurement**

* Arrange for the purchase and/or rental of materials to meet program needs for the orchestra.

* Take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records

* Check all incoming and outgoing performance materials for condition and completeness.

* Ensure prompt return of rented and/or borrowed materials and adherence to copyright laws.

**Music Preparation**

* Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.

* Work with conductors and soloists to prepare music according to their specific requirements.

* Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers. Take necessary steps to correct problems that potentially could disrupt rehearsals.

* Ensure that there are enough parts; provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-
rehearsal practice.

* Ensure that bowings, rehearsal letters, numbers, and measure numbers are compatible between the conductor's score and the players' parts.

* Assemble and arrange music in orchestra folders.

**Concert/Rehearsal Duties**

* For rehearsals and concerts, arrive one hour early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternative. Set conductor's scores and batons; collect and store all music at conclusion of service.

* Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs related to printed music.

* Follow-up at every rehearsal with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.

**Orchestra Library Maintenance**

* Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.

* Catalogue and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security.

* Track all items borrowed from the library, i.e. individual parts, scores, reference materials; ensure their timely return.

**Administrative**

* Provide program listings, instrumentation requirements, and other information to staff on request; proofread program book.

* Prepare timing sheets for concerts.

* Maintain accurate orchestra performance records.

* Prepare annual library budget.

* Review and process all payments for music and supplies.

* Report to all appropriate performance licensing organizations (ASCAP, BMI,
* SESAC) all music performed on all concert series; pay annual fees as required.

* During budget process, provide projected expense figures for planned repertoire.

**Other**

* Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.

* Report music lost or damaged to the Director of Operations.

* Prepare music for all auditions.

* Assist artistic staff in obtaining needed scores and preparing music to be performed.

* Other duties as assigned by Music Director, Chief Executive Officer, and/or Director of Operations.

**Deadline:** Available Immediately

**Application:**

Toni M. Robinson, Esq.
Director of Operations
Louisville Orchestra
300 West Main Street
Suite 100
Louisville, KY 40202

502.585.9429 (direct)
502.587.8681 (main)
502.589.7870 (fax)

trobinson@louisvilleorchestra.org
www.louisvilleorchestra.org

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**Position Title:** Music Librarian

**Institution:** The City College, CUNY

**General Information:** The City College Library is seeking a service-oriented, innovative and enthusiastic music librarian to assist library users in the Music Library.

**Duties:** Responsible for providing reference services, information literacy instruction, and overseeing library circulation and stack maintenance. Responsible for collection
development, acquisition of scores and sound recordings, cataloging of scores and sound recordings, development of web site content in assigned areas, development of user education materials, and other projects as assigned. Supervise one full-time staff member and a cohort of student staff. Reports to the Chief of User Services.

**Qualification Requirements:**

For appointment at the Instructor rank, ALA accredited MLS is required along with a degree in music and 3 years experience as a music librarian in public or technical services, preferably in an academic library. The successful candidate must also demonstrate competence in using integrated library systems.

For appointment at the Assistant Professor rank, a second master's degree in music is required.

**Preferred:** An extensive background in music, working knowledge of music reference sources, library information technology, LC subject headings, music cataloging rules and MARC bibliographic formats. Experience cataloging music sound recordings and/or scores in an academic library desirable. Reading knowledge of at least one Western European language. Active participation in regional and national professional organizations in music librarianship. The successful candidate will possess superior written and oral communication skills, and will be energetic, flexible, and able to interact successfully with a broad clientele both inside and outside the institution.

**Salary, Rank & Benefits:**

Payroll Title or Level Instructor or Assistant Professor (Tenure Track)

Instructor, $43,788 - $52,783

Assistant Professor, $51,344 - $66,292

**Deadline:**

Open until filled with review of applications to begin immediately. Start Date: Spring 2008.

**Application:**

The City College of New York has a strong institutional commitment to the principle of diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of individuals, including women and under-represented groups. Upon request, reasonable accommodations provided for individuals with disabilities.

All candidates must provide documentation to prove employment eligibility in compliance with IRCA.

TO APPLY

Applicants should submit a current vita and three letters of recommendation to:

Asst. Dean Pamela Gillespie
Chief Librarian
The City College, CUNY
160 Convent Avenue
New York, NY 10031

Position Title: Multimedia Resources Librarian (Librarian I)
Institution: Montclair State University

General Information: Montclair State University is a comprehensive state-assisted institution offering a rich array of programs to approximately 14,700 undergraduate and graduate students. Founded in 1908, Montclair State University is organized into three colleges and three schools: College of Education and Human Services, College of Humanities and Social Sciences, College of Science and Mathematics, School of the Arts, School of Business, and Graduate School. Montclair State University awards the following degrees: Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Master of Arts, Master of Arts in Teaching, Master of Science, Master of Business Administration, Master of Education, Master of Fine Arts, Doctor of Education, and Doctor of Environmental Management.

Characterized by a distinguished cadre of teacher-scholars, a strong general education program, and a deep commitment to the values of multicultural diversity, Montclair State University is located 14 miles west of New York City on a beautiful 200-acre suburban campus. Additional information can be found on the MSU website at http://www.montclair.edu.

Description: Heads Multimedia Resources Department. Develops and implements goals and objectives for the Department. Develops multimedia collections in cooperation with Collection Management Librarian and other liaison librarians. Catalogs multimedia materials. Develops and monitors departmental budget. Prepares annual and statistical reports. Initiates and develops new projects, including application of new technology. Recommends purchase of equipment. Monitors performance of vendors. Initiates and maintains contact with faculty to develop and review collections and services. Develops and maintains Department’s website. Hires, trains and supervises staff and student employees; sets performance standards; performs personnel evaluations.

Serves as liaison to one or more academic departments/units and provides reference and instructional services on a limited basis. Works collaboratively with Library and faculty departments. Serves on Library and campus committees and participates in Library, University and external professional activities. Keeps informed of professional trends and practices. Performs other duties as assigned. Reports to the Associate Dean for Public Services. 12-month, tenure-track appointment.

Qualifications / Required: Master's degree in Library Science from an ALA-accredited library
| Requirements: | school. Second master’s degree in a subject area. (Five (5) years’ professional library experience may be considered in substitution of the second master’s degree). Experience with cataloging media materials and utilizing an integrated library system (especially Sirsi Unicorn). Excellent leadership abilities and communication and interpersonal skills; analytical and problem solving skills; initiative, flexibility and creativity. Strong service orientation and commitment to continuous professional development. |
| Salary: | Competitive |
| Deadline: | Review of applications will begin immediately and will continue until candidates are identified. Anticipated Start Date: July 1, 2007 or as soon as possible thereafter. |
| Application: | Send letter and resume to (include vacancy #). Send letter, curriculum vitae and three (3) references to: Montclair State University Box C316-V-311 Montclair, NJ 07043 |

Position Title: Department Head, Special Collections
Institution: Georgia State University
General Information: Georgia State University Library seeks a visionary, innovative leader for its dynamic and forward looking Special Collections and Archives. With a focus on modern American history in the south and beyond, the Special Collections Department exhibits outstanding strengths in social activism and popular culture. Current collections include the Southern Labor Archives, the Women’s Collection, the Georgia State University Archives, the Popular Music Collection including the Johnny Mercer archives, the Rare Book Collection, the Georgia Government Documentation Project Collection, and the Photograph Collection. Reporting to the Dean of Libraries, this position provides direction for all aspects of special collections, including strategic planning, acquisition of collections, and management of departmental faculty and classified staff. As a member of the library administrative group, participates in the planning and development of library-wide policies and programs.
Responsibilities: Provides leadership for the acquisition, cataloging, preservation, and accessibility
of current and future collections. Fosters the constituent relations of the department, including donor and patron relations with the university community, labor community, music industry, and other donors. Secures outside support for special projects in the department that cannot be met through regular state funding and keeps abreast of developments in the field of special collections. Organizes the department for the most effective performance of its function; identifies departmental goals, establishes priorities, and develops departmental policies and procedures. Advises and collaborates on projects with other library departments and university departments in support of the University's mission. Participates in activities related to the criteria for promotion and tenure as required by the Board of Regents and as defined in the Library Statement on Appointment, Promotion, and Tenure.

Requirements: ALA-accredited or Georgia BOR-approved Master's degree in information/library science, history, or related field. Relevant experience in an academic or research library, plus at least three years professional experience in special collections and/or archives. Supervisory experience. Demonstrated knowledge of issues, trends, principles and practices in archival and special collections. Excellent communication, interpersonal and organizational skills.

PREFERRED: Experience cultivating donors. Knowledge and experience with technological applications and digital library development as they relate to special collections and archival management and access. ACA certification. Interest in popular music, labor history or women's history. Experience with fundraising/grant writing desirable. Record of professional service and scholarly/creative accomplishments.

Salary & Rank: $50,000-$70,000 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 June 1, 2007 and continue until the position is filled.

Application: Submit 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

For more information please visit our web site at http://www.library.gsu.edu.

Georgia State University is an equal opportunity educational institution/affirmative action employer strongly committed to cultural diversity.
**Position Title:** Head Catalog Librarian  
**Institution:** Manhattan School of Music  
**Environment:** With over 800 students, the Manhattan School of Music is the largest private conservatory in the United States offering degrees in both classical music and jazz. The Peter Jay Sharp Library, a new facility that opened in 2004, possesses more than 100,000 items and is run by a highly congenial staff of four professional librarians, four paraprofessionals, and more than 20 student staff. In addition to its music materials, the Library also supports the School’s non-music curriculum, with a particular emphasis on the humanities. The Library has cataloged on OCLC since 1990, and converted to an online catalog (Innovative Interfaces, Inc.) beginning in 1997; in 2006, we moved to Innovative Millennium, which provides a Web interface for most functions.

For more information, please visit [http://www.msmnyc.edu](http://www.msmnyc.edu) and [http://library.msmnyc.edu](http://library.msmnyc.edu).

**Responsibilities:** The Head Catalog Librarian establishes cataloging policies and procedures, is in charge of catalog maintenance, and supervises the work of two full-time catalog librarians. He or she catalogs books, scores, DVDs, recordings, and electronic resources using OCLC, AACR2, modified Dewey classification, and Library of Congress subject headings. The position includes approximately five hours per week of reference duties; approximately six Saturday shifts per year are required. The Head Catalog Librarian also deputizes for the Director of Library Services when the latter is away from the office.

**Qualifications:**  
**Required:** MLS from ALA-accredited school. Undergraduate degree in music. At least three years of cataloging experience. Basic knowledge of European languages. Broad knowledge of musical repertoire.

**Preferred:** Experience with Innopac (Innovative Interfaces, Inc.); knowledge of archival cataloging practices; knowledge of jazz; interest in the general humanities.

**Salary & Benefits:** Salary commensurate with qualifications and experience; individual health coverage; TIAA/CREF retirement plan; excellent vacation benefits.

**Deadline:** May 31, 2007

**Application:** Send or e-mail letter of application, current resume, and three references (names, addresses, and telephone numbers) to

Peter Caleb  
Director of Library Services  
The Peter Jay Sharp Library
<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Podsafe Music Library Director</th>
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</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>WFMU / wfmu.org</td>
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<tr>
<td>Scope and Function:</td>
<td>Oversees the creation, acquisition and licensing of audio material for WFMU's Free Music Archive. Provides editorial content and oversees user-generated editorial aspects of the site. Maintains relationships with software developers, producers, musicians and radio stations who are active participants in the Free Music Archive.</td>
</tr>
<tr>
<td>Administrative Relationships:</td>
<td>Reports to the General Manager and works closely with the Music / Program Director, Special Events Director and Assistant General Manager in recording, licensing and acquisition of podsafe music tracks and collections.</td>
</tr>
</tbody>
</table>
| Duties: | ・ Works with WFMU producers to license recordings of music performed in WFMU's studios and during WFMU events and live broadcasts. Works with producers to obtain creative commons licensing and copyright of material, as needed.  
・ Seeks out and arranges for the acquisition and licensing of podsafe audio material from a variety of other sources and collections.  
・ Continues the development of listening and social features of the Free Music Archive. Responds to reports of bugs and problems on the site and works with developers to resolve such issues.  
・ Spends several hours a week performing administrative tasks on WFMU's PC workstations and servers.  
・ Reviews submissions to the archive and maintains the database of artists and record companies which submit material.  
・ Performs and oversees data entry of material in Free Music Archive.  
・ Represents WFMU at conferences and conventions as needed. |
| Qualifications: | Strong understanding of internet technologies, copyright / creative commons |
licensing and online libraries and music sites. Must be extremely knowledgeable about many types of music, have good writing and organizational skills and have the ability to supervise interns, staff and volunteers. Some background in public broadcasting.

**Terms:**
Full time position with full benefits. Salary range 35-40k.

**Deadline:**
Deadline for applications is May 15th.

**Application:**
Please e-mail a letter, resume and references to

ken@wfmu.org

or mail it to

WFMU  
FMA Search Committee  
PO Box 5101  
Hoboken, NJ 07030

WFMU is an Equal Opportunity Employer. Women and People of Color encouraged to apply.

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**Position Title:** Performing Arts/Foreign Languages Librarian  
**Institution:** Virginia Tech  
**General Information:**
The University Libraries at Virginia Tech seeks a service-oriented, innovative and self-motivated Performing Arts/Foreign Languages Librarian, with specific responsibility for the departments of Music, Foreign Languages and Theatre Arts within the College of Liberal Arts and Human Sciences. This recently created position will ascertain the instruction, information and research needs of students and faculty in the assigned departments and develop strategies and collections for meeting those needs. The incumbent will join three other librarians in planning and delivering services to the College of Liberal Arts and Human Sciences, in an environment of increasing collaboration with collegiate faculty and expansion of library services to the academic community. Reports to the Director for Research and Instructional Services.

**Responsibilities:**

**Core responsibilities:**

Serves as an active liaison to the College of Liberal Arts and Human Sciences, with specific responsibility for the Departments of Music, Foreign Languages, and Theatre Arts
Contributes to the Library's instructional programs by:

Developing and providing comprehensive discipline-specific instructional support to faculty and students in assigned departments.

Developing and evaluating traditional and web-based instructional materials and tools.

Promoting the library's instruction initiatives to faculty and students in assigned departments.

Teaching both subject-related and general instructional sessions as scheduled or assigned.

Developing and maintaining individual knowledge and skills in providing library instruction.

Participating in teaching the graduate-level Library Skills credit course.

Provides reference services that include:

General as well as in-depth discipline oriented reference assistance at the reference desk to students, faculty and other library users; includes weekend and evening duties as needed.

One-on-one research consultation and support to students and faculty in assigned departments.

Participation in chat-based virtual reference services.

Participates in outreach services to create awareness of library resources.

Cultivates and maintains strong working relationships with faculty and graduate students in assigned departments.

Maintains an understanding of relevant research and teaching programs within the assigned departments.

Proactively responds to trends and creates new initiatives in humanities reference practices, using appropriate/innovative information technologies.

Collaborates with colleagues to extend the University Libraries' instruction and outreach programming to the academic community.

Communicates the needs of assigned departments to the University Libraries.
Collaborates with the Director of Collection Management to:

Develop and coordinate collections in assigned subject areas by identifying, evaluating and providing access to information sources useful in supporting the assigned departments’ missions, including selectively recommending new journals and databases.

Additional Responsibilities:

Maintains breadth of professional responsibility and initiative by:

Maintaining current awareness in the library profession and fields of liaison responsibility.

Serving actively on appropriate Departmental, Library, University and Professional committees.

Providing quality services in a professional manner with a demonstrated commitment to team efforts, service excellence, and respect for others.

Using appropriate data to analyze unit operations and support recommendations and decisions.

Performs any other duties as assigned by the Director for Library Research and Instructional Services.

Librarians at Virginia Tech are expected to be active professionally and to contribute to developments in the profession.

Qualifications:

Required Qualifications:

Graduate degree in Librarianship from an ALA accredited institution or its equivalent

Ability to read music/subject background in music background in a humanities discipline

Evidence of strong background in the knowledge and use of technology and its application to library and information services

Evidence of strong commitment to public service/customer service

Excellent interpersonal and communication skills

Preferred Qualifications:

Reading knowledge of a foreign language (preferably a modern European
Language)

Knowledge of theatre arts

Degree or advanced degree in any one of the subject areas (music, foreign language/s, theatre arts)

Experience in providing public services as Humanities or Social Science Librarian in an academic/research/special library setting

Experience with library instruction

Proficiency in searching major humanities databases and reference sources in all formats

Record demonstrating excellent ability to work both independently and collaboratively with library users and colleagues

Knowledge of current trends and issues in academic libraries of the 21st Century

Salary, Rank & Benefits: Commensurate with experience. Administrative and Professional Faculty, tenured.

Deadline: Review of applications will begin on June 15, 2007 and will continue until the position is filled.

Application: Applications should be submitted online at www.jobs.vt.edu, posting #070382. The application package should include a resume, cover letter addressing the candidate’s experience with the responsibilities associated with the position, and the names and contact information of three professional references. Individuals with disabilities desiring accommodation in the application process or individuals with questions should notify:

Cathy Pillow
cathyp@vt.edu or 540/231-4407

Personnel Services
University Libraries at Virginia Tech
P. O. Box 90001
Blacksburg, VA 24062-9001
Web Site: www.blacksburg.va.us

Position Title: Research Associate (Project Assistant)

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**Institution:** Archives of Traditional Music at Indiana University Bloomington, Tenure-Ineligible, Limited Term Appointment, Bloomington, Indiana

**General Information:** The Indiana University Archives of Traditional Music (ATM) seeks candidates for the position of Research Associate (Project Assistant), a tenure-ineligible appointment for the period 8/13/07 to 11/30/08. The PA will work on the project entitled, "Sound Directions: Digital Preservation and Access for Global Audio Heritage," funded by the National Endowment for the Humanities.

**Responsibilities:** The Project Assistant (PA) will be responsible for managing workflow in and out of the preservation studio, working with collection documentation, marking divisions of content in files, collecting appropriate metadata, and constructing ATM indexes. The PA also has responsibility for quality control of preservation products, creating derivative files and supervising the project graduate student. The PA will serve on the team that assesses preservation needs of project collections. This position will also manage communication with both software development test sites in the US and communities to which materials will be repatriated around the world.

**Qualifications / Requirements:** Graduate work required with a degree in Library Science, Ethnomusicology or related discipline preferred. Strongly preferred is: a) experience working in an archival setting; b) familiarity with ethnographic fieldwork, world music traditions and historical recorded sound formats; c) experience working on projects that require extensive documentation and meticulous attention to detail.

**Salary & Rank** Research Associate. Salary $31,000.

**Deadline:** The search will remain open until a suitable candidate is identified; review of applications will begin on July 1, 2008.

**Application:** Send letter of application, contact information for two references, and curriculum vitae to:

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

Indiana University is an Equal Opportunity/Affirmative Action Employer

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**Position Title:** Library Cataloger, CBMR Search

**Institution:** Columbia College, Chicago

**General** Columbia College Chicago is an urban institution of over 11,500 undergraduate
### Position Title:
**Music/Multimedia Librarian**

### Institution:
Arkansas Tech University

### General Information:
Arkansas Tech University invites applications for the position of Music/Multimedia Librarian (pos. no. 426). The desired start date is September 1, 2007.

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

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<table>
<thead>
<tr>
<th>Information:</th>
<th>and graduate students, emphasizing arts, media, and communications in a liberal arts setting.</th>
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<tr>
<td>Responsibilities:</td>
<td>The Center for Black Music Research Library and Archives has an opportunity for a professional Cataloger to catalog a backlog of over 12,000 sound recordings, many of them rare 78s, 45s and LPs. This person is also responsible for cataloging annual additions of about 300 compact discs and DVDs, 50 dissertations, and other special order books.</td>
</tr>
<tr>
<td>Qualifications / Requirements:</td>
<td>Candidates must possess a Master's degree from an ALA-accredited library school. Familiarity with OCLC Connexion is required. Expertise in cataloging music materials including sound recordings and media in all formats; knowledge in Black music; cataloging archival collections and a familiarity with Encoded Archival Description (EAD; and course work or training in archives and manuscripts are all desirable). Experience in library special collections is highly preferred.</td>
</tr>
<tr>
<td>Salary, Rank &amp; Benefits:</td>
<td>Competitive salary and an excellent benefits package</td>
</tr>
<tr>
<td>Application:</td>
<td>Columbia College Chicago encourages female, GLBT, disabled, international, and minority classified individuals to apply for all positions. No phone calls, please.</td>
</tr>
</tbody>
</table>

For consideration, please submit a resume and a cover letter to:

[cbmrref@cbmr.colum.edu](mailto:cbmrref@cbmr.colum.edu),
Columbia College Chicago Library Cataloger, CBMR Search
600 S. Michigan Avenue
Chicago, IL 60605
### Qualifications:

**Required Qualifications:** ALA accredited master's degree; undergraduate degree in music; experience with music and/or multimedia labs and materials; working knowledge of a variety of music and/or multimedia resources, including software products.

**Preferred Qualifications:** Graduate degree in music; experience in cataloging of music and/or multimedia materials; working knowledge of music/multimedia playback and recording equipment; working knowledge of HTML and website design.

### Salary, Rank & Benefits:


### Deadline:

Applications received by July 16 will receive first consideration. Review of applications will continue until the position is filled.

### Application:

Send letter of application, resume, and names/addresses/telephone numbers of at least three current references to:

Bill Parton  
Director of Library  
Arkansas Tech University  
305 West Q Street  
Russellville, Arkansas 72801  

[wparton@atu.edu](mailto:wparton@atu.edu)

Transcripts will be required (photocopies accepted initially) before employment process can be completed. Arkansas Tech University is an EOE/AA employer.

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### Position Title:

Part-Time Cataloging Assistant

### Institution:

Center for Popular Music, Middle Tennessee State University

### General Information:

The Center for Popular Music is an archive and research library devoted to the study of popular music from the pre-revolutionary era to the present. One of sixteen Centers of Excellence in the Tennessee Board of Regents system, it serves MTSU's students and faculty on a daily basis as well as accommodating visiting researchers from the region, the nation, and around the world. The mission of the Center is to foster research and scholarship in American popular music and to promote an appreciation of America's diverse musical culture. In order to fulfill this mission, the Center maintains a reference-level collection for all genres of
popular music while focusing on three areas: rock and roll and its roots; music of Tennessee and the South; and vernacular religious music. For more details about the Center, visit our website at [http://popmusic.mtsu.edu](http://popmusic.mtsu.edu).

### Description:

**POSITION NUMBER:** 006100

The Center for Popular Music at Middle Tennessee State University is seeking an individual to assist with the cataloging of Reading Room and Special Collections materials. Other duties of the position include the physical processing of new items and the provision of reference service for Center patrons. This is an 80% classified staff position (30 hours per week) with benefits.

### Qualifications:

A bachelor’s degree in a relevant field from an accredited university is required. Coursework in library/information science, public history, or other related field and/or experience in a library or archive is preferred. The Cataloging Assistant must be self-motivated, attentive to detail, and able to work as a team player. The ability to work and communicate well with coworkers and patrons is needed.

### Salary:

$17,311 - $21,524. Commensurate with experience.

### Deadline:

Cutoff date for applications is June 27, 2007.

### Application:

All applicants must apply using the MTSU on-line system. Visit [http://mtsujobs.mtsu.edu](http://mtsujobs.mtsu.edu) for procedures to do so. Applicants not having access to the internet please call (615) 898-2928 or visit the Employment Office, Sam Ingram Building, Room 204, 2269 Middle Tennessee Blvd.

The complete job posting and application details are available at: [http://mtsujobs.mtsu.edu/applicants/Central?quickFind=52118](http://mtsujobs.mtsu.edu/applicants/Central?quickFind=52118)

**REQUIRED DOCUMENTS:** Interested applicants must attach the following documents to their on-line application: (1) a cover letter indicating interest in the position (specify above job title and position number in your letter) and (2) a complete resume, including contact information for at least three references.

**REQUIRED TESTING:** Typing for accuracy, Data Entry, Spelling, Proofreading and Word 2000.

Tests are administered by Wood Personnel at 1139 NW Broad St, Suite 107 in Murfreesboro, Monday through Friday 7:00 a.m. to 4:00 p.m.

To be considered, you must test no later than June 28, 2007. Please call (615) 890-8400 for an appointment.

### Position Title:

**Head of Special Collections (revised posting)**
Institution: University of Missouri-Kansas City

General Information: The Special Collections at UMKC houses the Snyder Collection of Americana, the Suzanne Statland Collection on Holocaust Studies, the Richard W. Bolling Papers, the Truman Library's Student Research File, and a number of other smaller collections. The department also offers marvelous research opportunities in music history, especially American music history and the history of American jazz. The Marr Sound Archives, a unit of the Special Collections Department, holds over 290,000 sound recordings in formats that include LPs, 78s, 45s, cylinders, transcription discs, instantaneous cut discs and open-reel tapes. The focus of the collection is the American experience as reflected in recorded sound. More information about the Special Collections can be found at http://www.umkc.edu/lib/spec-col/index.html.

UMKC is a comprehensive research university exemplifying the values of education first, innovation, accountability, diversity, and collaboration. See: (http://www.umkc.edu/aboutumkc/values.asp) In a large area of green space and in Kansas City’s research/cultural corridor, the campus is located in the heart of one of America’s most affordable and attractive cities.

Responsibilities: Head of Special Collections: Dynamic urban academic library seeks innovative and knowledgeable leader with strong public service orientation and experience with rare book, manuscript, and sound recording collections for the position of Head of Special Collections at the University of Missouri-Kansas City (UMKC) University Libraries. Position reports to the Assistant Director for Public Services and Special Collections and manages daily operations of the Kenneth J. LaBudde Department of Special Collections, which includes the Marr Sound Archives. In conjunction with the Assistant Director, is responsible for donor relations and strategic planning for the department within the context of the University Libraries’ strategic plan. Set priorities for the collections and its preservation, management and development of staff, and management of digital initiatives. Works closely with faculty, students, scholars and researchers to develop new teaching, learning and research opportunities using the Special Collections as an integral part of the overall library resources and services. Serves as a subject liaison for assigned academic department(s). Successful candidate will have an opportunity to participate in planning for a new expansion of the library and integrated learning center.

Qualifications: Required Qualifications: Must have an ALA-accredited MLS, an additional graduate degree, and a minimum 5 years progressively responsible rare book and manuscript experience and knowledge of digital formats and standards. Must have evidence of successful supervisory experience and the ability to manage a department of eight staff. Must have excellent analytic, problem solving skills; exceptional interpersonal skills; good oral and writing communication skills; a strong commitment to public service. Must show evidence of professional initiative, mature judgment; understanding of scholarly research environment. Must be able to thrive in a team setting, handle multiple responsibilities in a dynamic environment, and operate effectively in a diverse academic community.
Potential for professional growth, service activities in keeping with university and library requirements for retention, promotion in non-tenure track appointment is also required.

**Preferred:** Advanced degree in history and/or one of the humanities. Grant-writing experience and donor relations. Experience in the development of digital libraries.

**Salary & Benefits:** Competitive salary commensurate with education and experience and excellent retirement/benefits package.

**Deadline:** Application review extended to June 29, 2007, and continues until position is filled.

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

Bonnie Postlethwaite  
Chair of Special Collections Librarian Search Committee  
University Libraries Administrative Office  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City, MO 64110  
816-235-1531 or submit via e-mail to Heather Morris.  
See [http://www.umkc.edu/lib/People/jobopenings.htm](http://www.umkc.edu/lib/People/jobopenings.htm) for additional openings. UMKC is an equal opportunity/affirmative action institution.

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**Position Title:** Music Reference (Liaison) Librarian  
**Institution:** McGill University  
**General Information:**  
**Background**  
The McGill University Library comprises thirteen branches located on the downtown Montreal and Macdonald campuses as well as central support services, including financial, facilities, human resource management, library technology and collection management services on the downtown campus. The Library has the largest collection in Quebec and is one of Canada’s largest academic libraries. Over 6 million volumes are held, with a growing collection of e-journals, e-books and e-theses. Databases available cover all disciplinary areas. The Rare Books collection contains significant holdings of heritage manuscript and pictorial materials with specialization in Canadian content and has an extensive digitization program. The Library is a member of the Canadian Association of Research Libraries and the Association of Research Libraries in the...
United States.

The Library provides outstanding collections, access to the world of knowledge, excellence in service and an appropriate library environment, all of which are client-focused and responsive to the needs of the McGill community. The Library maintains traditional library services, implements new information and communication technologies in service delivery and provides information skills/literacy programs to its clients. The Library pro-actively supports the teaching, learning and research needs of faculty and students to ensure that the University’s strategic mission is accomplished in a rapidly changing environment. There are several positions to be filled, one in the Marvin Duchow Music Library which serves primarily the Faculty of the Schulich School of Music and a second position in the Nahum Gelber Law Library. Other placements are possible.

**Information for Prospective Staff**

Information about the University and employment at McGill University is at the University’s web site (www.mcgill.ca). Information about the McGill Library is available at www.mcgill.ca/library. Evening and weekend work may be required.


Schulich School of Music website: http://www.mcgill.ca/music/

**Responsibilities:**

**Primary Purpose of Position**

To assist in the provision of a range of library and information services and collections to support teaching, learning, research and outreach activities at McGill University.

**Duties**

Duties and responsibilities include, but are not limited to:

The music librarian will be engaged in our music information literacy programme, collection development, reference, and research.

Advise clients on discovering, accessing and using effectively the full range of library and information resources available to meet teaching, learning and research needs in a specific disciplinary/area

Provide to on-site and remote clients assistance and consultation services in information resource discovery and access in relation to specific teaching, learning or research needs

Develop and maintain communication links and appropriate liaison with designated academic departments/and university centres to ensure library and
information needs are understood and met

Co-ordinate the work of other library staff in designated areas and work as a member of a team

Conduct information literacy/skills classes and training programs for clients and library staff

Develop and maintain documentation, including web content and user guides

Assist in the development of the Library’s collection in both print and electronic formats in a specific disciplinary area to ensure teaching, learning and research needs are met

Promote and market the Library’s products and services and assist in fundraising activities as appropriate

Provide intellectual and physical access to library material, particularly subject and authority analysis and metadata tags

Create and maintain library system and database records

Assist in managing the acquisition, delivery and supply of library and information resources

Co-ordinate and participate in projects

Work in partnership with other library and University staff and sections, as well as external groups, on specific projects

 Attend various library, faculty and University wide committees and represent the library on external committees as required

Comply with staff conduct and occupational health and safety requirements

**Reporting Relationships**

The position reports to the Manager of the Library Service to which it is attached or the relevant Team Leader.

**Selection Criteria:**

1. An undergraduate degree in music and an MLIS are required, advanced degrees in music are preferred

2. Knowledge of and experience in the use of relevant information resources, including electronic and networked resources, and information and communications technology
3. Ability to conduct information skills classes for small and large groups

4. Capacity to supervise other staff and coordinate workflows

5. Excellent oral and written communication skills, including abilities in both English and French

6. Excellent organizational, client service and teamwork skills

7. High level of professionalism and commitment to the organization and its mission and the ability to work flexibly in a changing environment

8. Ability to promote the library and its services to clients and present a positive image of the library to clients

9. Ability to understand and respond to priorities and trends in the Library and University environments

10. Knowledge of equity principles, University Occupational Health and Safety policies and Workplace Health and Safety Act requirements of work area

Salary & Duration:
Duration: two years, with possibility of renewal
Salary minimum: $46,000 per annum

Deadline: Friday, June 22, 2007

Application: Application, along with a curriculum vitae, copies of academic transcripts, and the names and addresses of three referees should be submitted no later than Friday, June 22, 2007 to:

Carole Renahan
Manager, Personnel & Administration
Office of the Director of Libraries
McGill University
3459 McTavish Street
Montreal, Qc H3A 1Y1

Fax: (514) 398-3561
Email: carole.renahan@mcgill.ca

Background
In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. McGill University is committed to equity in employment.
### Assistant to the Director of Library Services

**Institution:** Musicians Institute

**General Information:** Musicians Institute is seeking a paraprofessional to fill a newly created position in the library. Full time position responsible for assisting the Director of Library Services in various tasks as well as maintaining several aspects of the library. The library holdings consist of 8000+ items, 44 general use computers, and provide an integral service to the students and instructors of the institution.

**Description:**
- Supervision of 8 student employees (including hiring, training, and scheduling)
- Process materials to be cataloged
- Maintain the library reserves
- Process interlibrary loan requests
- Provide general assistance to the student/faculty population
- Assist in special projects as assigned by the Director

**Qualifications / Requirements:**
- Bachelors Degree and/or 2+ years of full time library work experience
- Possess the ability to work collaboratively and independently
- Provide excellent written and oral communication skills
- Demonstrate the ability to work well with faculty, staff, and students of all ages
- Supervisory experience
- Interest/knowledge in music
- Experience working with a standard automated library system

**Salary & Benefits:** Musicians Institute offers a competitive salary and benefit package.

**Deadline:** June 30, 2007

**Application:** Cover letter and resume to jobs@mi.edu or fax (323) 462-1887.

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### Music Librarian

**Institution:** Ball State University

**Duties:** Responsible for the proactive oversight, acquisitions, delivery, promotion, and assessment of client focused services, resources and operations of the Music Collection, including serving as a liaison with the School of Music.

**Qualifications / Requirements:**
- MLS/MLIS/MIS degree from an ALA accredited program at time of appointment; working knowledge of basic Microsoft Office applications; undergraduate degree in music; knowledge of music literature, music reference sources, and technical developments in the field; effective oral and written communication skills; ability to work evenings and/or weekends.

**Preferred:** advanced degree in Music; reference, library instruction and/or other
teaching experience; knowledge of French, German, and/or Italian; supervisory experience.

Salary, Rank & Benefits: Salary is $41,000 plus excellent benefits.

Ball State University is a state assisted doctoral institution located in Muncie, Indiana. This dynamic residential campus is home to more than 20,000 undergraduate and graduate students from across the country and abroad. Muncie is a mid-sized city with a low cost of living and is located approximately 50 miles from the metropolitan amenities of Indianapolis. The University Libraries consist of our main facility, Alexander M. Bracken Library, and two branch libraries with holdings of 1.5 million volumes. We employ 51 professionals and 70 support staff.

Deadline: Open until filled with review of applications to begin immediately.

Application: Send letter of application, resume, transcripts of graduate degree(s) (unofficial copies acceptable) and the names, addresses, telephone/fax numbers of three references (at least one of which is a current or former supervisor) to:

Dr. Arthur W. Hafner
Dean of University Libraries
Ball State University
Muncie, IN 47306.

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

(www.bsu.edu/library)

Position Title: Music and Media Cataloger

Institution: New York Public Library

General Information: Technical Services and Collections Management/Cataloging Office

Responsibilities: Under the direction of the Head of Cataloging, performs original and copy cataloging of print, non-print, and music materials, including scores, sound recordings, video recordings, books, data files, and online resources for adult and juvenile collections in an online system. Contributes to the building and maintenance of authority files for names, uniform titles, and subjects. Plans and executes special cataloging assignments, including training professional and paraprofessional staff, contributing to the development of procedures and manuals, and preparing reports. Performs related duties as required.
### Requirements:

ALA-accredited Master’s degree in Library and Information Studies. An undergraduate degree in music, or an equivalent combination of education and experience. Reading knowledge of music. Successfully demonstrated experience with cataloging music materials. Successfully demonstrated experience using an online bibliographic utility, such as OCLC and an online cataloging system. Successfully demonstrated knowledge and understanding of AACR2, LCRI, LC Authorities, Dewey Decimal Classification, Library of Congress Classification, MARC, and other metadata formats. Reading knowledge of one or more European languages. Successfully demonstrated experience using Microsoft office software including Word, Access, and Internet Explorer. Good interpersonal, oral, and written communication skills. Successfully demonstrated ability to work independently as well as deal tactfully and effectively with staff in a team setting. Successfully demonstrated ability to pay attention to detail.

### Deadline:

Open until filled.

### Application:

To apply, please email cover letter and resume to: jkresumes@nypl.org.

Please refer to job code: JK-MMC.

EOE

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### Position Title:

Public Services Coordinator

### Institution:

University of Hartford

### Position Summary:

Manages circulation, reserves, and stack maintenance for the Allen Library. Oversees student employees in these areas. Actively provides information services to all users. This is a regular full-time position that includes evening hours.

Full summary: [http://www.hartford.edu/about/info.asp?item=details&ID=516](http://www.hartford.edu/about/info.asp?item=details&ID=516)

### Key Responsibilities:

Assists in the management of circulation desk activities including implementing and communicating library use policies to all patrons as well as resolving loan problems. Oversees and provides daily support to student employees working at the circulation desk. Monitors the preparation of library overdue notices and prepares billing notices for delinquent materials. Assumes responsibility for circulation monies. *

Assumes responsibility for the preparation and processing of print, sound, and online library reserves. Maintains Access reserves databases. Educates faculty
regarding reserve procedures. *

Provides quality customer service to internal and external patrons handling a variety of routine library issues. Answers inquiries regarding library, music and dance materials. Instructs patrons in use of the online catalog. Assists with patron requests for interlibrary services. *

Assumes responsibility for the maintenance of stacks, including shelving and inventories. Assigns work, oversees and provides daily support to student shelving staff.*

Collects and maintains relevant statistics including monthly and annual circulation figures, website and online reserve usage figures, fines paid and monies collected. Provides statistical information to appropriate parties including the Head of Allen Library to be used for ad hoc and annual reports.

Assumes responsibility for ensuring appropriate maintenance of audio-visual, electronic, photocopying and print equipment.

Performs other related duties as assigned.

* Indicates an "essential" job function.

Qualifications / Requirements:

Formal Education
Bachelor’s Degree required with a major in music or a recognized equivalent.

Work Experience
1 year to < 2 years.

Knowledge and Skills
Formal Technical Skills Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures and can recommend a course of action based upon these guidelines. Modifies existing methods, procedures or forms as necessary. May work with software applications.

Physical Efforts
Typically sitting at a desk or table. Requires good hearing. Intermittently sitting, standing, stooping. Moderate lifting or carrying 26-50 lbs.

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

Salary:
Pay Grade
H - Salary Ranges (pdf)

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

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

University of Hartford  
Attn: Human Resources Development  
200 Bloomfield Ave.  
West Hartford, CT 06117-1599  
hrd@hartford.edu  
Fax: 860.768.4732

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

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

Women and minorities are encouraged to apply.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Cataloging/Metadata Specialist/Librarian</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Wellesley College</td>
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<tr>
<td>General Information:</td>
<td>Wellesley College invites applications for the position of Cataloging/Metadata Specialist/Librarian. This position offers the opportunity to work in both technical services, cataloging a wide range of formats, and in public services, working directly with students and faculty in the Music Library. Wellesley College is a private, residential liberal arts college for women with an enrollment of 2,300 students, situated on a 500-acre campus twelve miles west of Boston, Massachusetts.</td>
</tr>
<tr>
<td>Description:</td>
<td>About Wellesley College Library: With a collection 130 years in the making, the Wellesley College Library provides extensive research resources for undergraduate studies. Composed of a main library and branches for science, astronomy, art and music, the Library contains ca. 1.6 million items in a wide range of formats. The Library is part of a merged Information Services organization, which provides information and technology services to the College. As Wellesley’s senior cataloger, the Cataloging/Metadata Specialist/Librarian is the primary cataloger for special formats and foreign language materials, performing original and complex copy cataloging for music (scores and sound recordings), audiovisual materials, rare books, artists’ books, electronic resources, and digitized images. Serves as a resource on complex cataloging and</td>
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metadata issues for cataloging staff, and on the configuration of the Library’s catalog. Performs name and subject authority work, subject analysis, and Library of Congress classification. Provides leadership in creating and managing metadata for Wellesley’s digital assets, including those that are part of institutional digital initiatives such as the creation of a future institutional repository.

Based in the Music Library, the Cataloging/Metadata Specialist/Librarian also provides public and technical services for music users, including supervision of circulation services; overseeing the management and delivery of music course reserves, both paper-based and electronic; recruiting, training, and supervising student circulation assistants; and participating in providing music research assistance and first-line technical support for Music Library software, equipment, and hardware.

The position is part of the newly-formed Information Resources group, which is charged with overall responsibility for budgeting, selection, acquisition, preservation, and management of general collections materials in all formats and languages in all library locations, and for the provision of bibliographic access to these resources.

**Qualifications / Requirements:** ALA-accredited M.S. in Library or Information Science, or significant graduate-level coursework toward an MLS, or equivalent education and experience (subject expertise combined with library experience). Undergraduate or advanced degree in music, or equivalent education and experience. Three to five years experience in cataloging in an academic or music environment; extensive knowledge of cataloging standards and practice. Experience with Innovative Interfaces Inc. preferred but not required. Ability to work with a variety of languages for bibliographic description. Demonstrated interest in public service; excellent interpersonal and communication skills. The successful candidate will welcome the opportunity to work cooperatively in a collegial, patron-focused, dynamic, and culturally diverse environment.

**Salary & Benefits:** Salary is commensurate with qualifications and experience; excellent benefits and retirement package.

**Deadline:** Review of applications will begin by August, 20, 2007.

**Application:** To apply, please go to [http://careers.wellesley.edu/wellesley/jobboard/default.asp](http://careers.wellesley.edu/wellesley/jobboard/default.asp)

Wellesley College is an AA/EEO employer and encourages applications from women, minorities, veterans, and candidates with disabilities. For more information, see [http://www.wellesley.edu/HR/](http://www.wellesley.edu/HR/)

**Position Title:** Media Archive Manager
<table>
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<tr>
<th>Institution:</th>
<th>Blue Man Productions</th>
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<tbody>
<tr>
<td>General Information:</td>
<td>Blue Man Productions is looking for an experienced Media Archive Manager 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.</td>
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<tr>
<td>Responsibilities:</td>
<td>The Media 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 Media Archive Manager may also be involved with developing a disaster recovery system.</td>
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<tr>
<td>Qualifications / Requirements:</td>
<td>The successful candidate will have a flexible attitude with a focus on creating a user friendly archive system. Minimum three years’ media management/archive experience and demonstrated knowledge of current archival theory and practice. Familiarity with multiple on-line media management systems a must! Must have excellent communication and relationship building skills.</td>
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<tr>
<td>Application:</td>
<td>Please send a resume, cover letter and salary requirements to: <a href="mailto:hr@blueman.com">hr@blueman.com</a> or fax 212.226.6609.</td>
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<tr>
<th>Position Title:</th>
<th>Head - Music Library</th>
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<tr>
<td>Institution:</td>
<td>Interlochen Center for the Arts</td>
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<tr>
<td>General Information:</td>
<td>Interlochen Center for the Arts, the nation's premiere arts community combining arts education, public broadcasting and presentation, seeks a Head – Music Library, a rare opportunity for a music librarian to lead one of the largest and most comprehensive ensemble music libraries in the country. Long considered one of the top ten ensemble music libraries in the nation, the 80,000 piece Frederick and Elizabeth Ludwig Fennell Music Library, begun in 1928, is housed in a new, state of the art facility specifically designed and built for this collection as part of the new Bonisteel Library Center on the Interlochen campus. Interlochen is located in one of the most beautiful natural environments in the Midwest and the region offers an exceptional quality of life.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Reporting to the Director of Libraries for Interlochen Center for the Arts, the Head supervises a year-round staff of two full timemusic librarians, twelve additional music librarians in the summer, and an annual operations budget of</td>
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$60,000. The music library serves the music program (with dozens of large and small ensembles needs as well as solo repertoire) of two world renowned programs, Interlochen Arts Camp and Interlochen Arts Academy, and includes extensive collections in band, orchestral, choral, chamber music, jazz, scores, and recordings.

**Qualifications:**
Qualifications include progressively responsible leadership experience in managing a comprehensive music library, and must include management of an ensemble library. The Head should either have degrees in music, or a degree in library science with extensive knowledge of and experience with the music and music libraries. A strong working experience with publishers, royalties, commissions and rental catalogs are essential to this position. H/she will have exceptional organizational skills, strong attention to details, and the ability to prioritize and meet multiple deadlines, and possess the qualities important in working with a large volume of people: intelligence, judgment, decisiveness, creativity, diplomacy, good communication skills, team-orientation and a sense of humor.

**Salary & Benefits:**
This position is a 12 month appointment with competitive salary and benefits.

**Deadline:**
Recruitment will begin immediately and continue until an appointment is made; the review of candidates will be ongoing.

**Application:**
Those wishing to apply should submit a letter of introduction, in confidence, expressing why this position interests you, along with a current resume, and a listing of references in MSWord doc. or PDF form to: employment@interlochen.org, subject: Music Library, or regular postage to:

Ann Hanson  
Vice President – Human and Institutional Resources  
Head – Music Library  
Interlochen Center for the Arts  
PO Box 199  
Interlochen, Michigan 49643

**Position Title:** Head Catalog Librarian  
**Institution:** Manhattan School of Music  
**Environment:** With over 800 students, the Manhattan School of Music is the largest private conservatory in the United States offering degrees in both classical music and jazz. The Peter Jay Sharp Library, a new facility that opened in 2004, possesses more than 100,000 items and is run by a highly congenial staff of four professional librarians, four paraprofessionals, and more than 20 student staff. In addition to its music materials, the Library also supports the School’s non music
curriculum, with a particular emphasis on the humanities. The Library has cataloged on OCLC since 1990, and converted to an online catalog (Innovative Interfaces, Inc.) beginning in 1997; in 2006, we moved to Innovative Millennium, which provides a Web interface for most functions.

For more information, please visit [http://www.msmnyc.edu](http://www.msmnyc.edu) and [http://library.msmnyc.edu](http://library.msmnyc.edu).

**Responsibilities:**
The Head Catalog Librarian establishes cataloging policies and procedures, is in charge of catalog maintenance, and supervises the work of two full-time catalog librarians. He or she catalogs books, scores, DVDs, recordings, and electronic resources using OCLC, AACR2, modified Dewey classification, and Library of Congress subject headings. The position includes approximately five hours per week of reference duties; approximately six Saturday shifts per year are required. The Head Catalog Librarian also deputizes for the Director of Library Services when the latter is away from the office.

**Qualifications:**
**Required:** MLS from ALA-accredited school. Undergraduate degree in music. At least three years of cataloging experience. Basic knowledge of European languages. Broad knowledge of musical repertoire.

**Preferred:** Experience with Innopac (Innovative Interfaces, Inc.); knowledge of archival cataloging practices; knowledge of jazz; interest in the general humanities.

**Salary & Benefits:**
Salary commensurate with qualifications and experience; individual health coverage; TIAA/CREF retirement plan; excellent vacation benefits.

**Deadline:**
Open until filled.

**Application:**
Send or e-mail letter of application, current resume, and three references (names, addresses, and telephone numbers) to:

Peter Caleb
Director of Library Services
The Peter Jay Sharp Library
Manhattan School of Music
120 Claremont Avenue
New York, NY 10027

[pcaleb@msmnyc.edu](mailto:pcaleb@msmnyc.edu)

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

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**Position Title:** Music Librarian
Institution: **University of Alberta**

General Information: The University of Alberta Libraries, with a long tradition of service excellence to the University and its communities, seek an innovative and service-oriented Music Librarian. The incumbent will be responsible for the successful operation of the Music Library including collections, services, and staffing. The incumbent also manages the Departmental performance collection housed in the Department of Fine Arts.

The University of Alberta Libraries comprise Canada's second largest research library, with a collection exceeding five million volumes. The Library has a unique relationship with the broader community through NEOS, a central Alberta consortium consisting of 18 government, hospital, college and university libraries and through The Alberta Library. The Library has a partnership with OCLC for cataloguing of materials. Visit our web-site at http://www.library.ualberta.ca/.

Responsibilities: Reporting to the Associate Director of Libraries for Research & Special Collections Services, the Music Librarian will supervise two Library Assistants, with temporary or casual help as necessary. The current collection includes 27,000 music monographs, and 47,000 volumes of printed music, 420 print serial subscriptions, and over 55,000 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 jazz, ethnomusicology, and contemporary opera.

Requirements: An ALA accredited M.L.S. and a Bachelor of Music are required. Fluency in English is required and reading knowledge of two additional modern languages would be an asset. Candidates should also have:

- Minimum three years experience working in an academic music or performing arts library.
- Demonstrated management experience, including personnel management and planning and implementing services.
- Demonstrated teaching and library instruction experience as well as experience in reference and faculty liaison.
- 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 with ability to shift priorities in a rapidly changing environment.
- Demonstrated ability to be self-directed, to work independently and as part of a team.

Closing date for applications is September 30, 2007.
Salary / Rank / Benefits: This tenure-track position is classified at the Librarian I level with a current salary range of $48,872 - $93,660. Librarians at the University of Alberta have academic status and participate in a generous benefits program.

Application: To apply, please mail, fax, or e-mail your letter of application, résumé, an additional sample of your writing (published or unpublished), and the names and addresses of three referees.

Applications may be forwarded to:

Mail
Karen Adams
Director of Library Services and Information Resources
Cameron Library
University of Alberta
Edmonton, Alberta T6G 2J8

Email
karen.adams@ualberta.ca

Fax
(780) 492-8302

** Please ensure to reference Competition No. A10012785 when forwarding applications. **

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. If suitable Canadian citizens or permanent residents cannot be found, other individuals will be considered.

The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.

Position Title: Senior Music Cataloger

Institution: Northwestern University

General Information: Northwestern University Library seeks a talented and experienced music cataloger to manage and lead the Music Library’s cataloging operations.

Responsibilities: Directly supervises 3 FTE staff, including one librarian and two support staff, in
cataloging and preservation; develops and documents music cataloging procedures and policies; compiles statistics; coordinates special projects. Catalogs scores, sound recordings, manuscripts, rare books and scores, and other monographic materials according to national standards of bibliographic control and access; engages and provides expertise in authority control for music materials; participates in national cooperative-cataloging initiatives, including the NACO Music Project. Serves as chief liaison to central technical-services departments and represents the Music Library on the Cataloging Policy Committee, a group that shares information and sets policy across multiple cataloging units within the Northwestern University Library system. Oversees and assists in item- and collection-level description of archival music collections. Participates in appropriate professional development, continuing education, professional service, and research activities. Other duties as assigned.

Qualifications:

REQUIRED QUALIFICATIONS: Master's degree from an ALA accredited program in library science or the equivalent combination of education and relevant library experience. Bachelor's degree in music. At least three years music cataloging experience. Extensive skill in original cataloging of scores and sound recordings. Bibliographic knowledge of Western European languages. Broad knowledge of musical repertoire. Awareness of current developments in technical services and music librarianship.

PREFERRED QUALIFICATIONS: Successful supervisory, training, and/or management experience. Advanced degree in music. Familiarity with archival standards for physical processing and description, including EAD. Evidence of professional service or research activity.

Environment: Northwestern University, Evanston, Illinois, is a major private university with an extensive library system. This includes the Northwestern University Library, three branch libraries on the Evanston Campus, and three libraries on the Chicago Campus. Northwestern University Library is a member of the Association of Research Libraries (ARL) and participates in programs of the Committee on Institutional Cooperation (CIC). The holdings of the libraries total over 4 million volumes. See more information about the Library at: http://www.library.northwestern.edu. The Northwestern University Music Library is among the nation's largest music libraries and is distinguished internationally for its extensive holdings of printed music and archival materials documenting music composed since 1945. See more information about the Music Library at: http://www.library.northwestern.edu/music.

Salary: Dependent on qualifications and experience.

Deadline: Open until filled.

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

Peter J. Devlin
Personnel Librarian
Review of applications will begin immediately and continue until position is filled. Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

**Position Title:** Music Librarian  
**Institution:** Kaufman Center  
**General Information:** The Kaufman Center----a multi-arts center located in Manhattan's Upper West Side-----seeks a part-time Music Librarian for a Birnbaum Music Library, a small library serving the students and faculty of the Center's Schools, as well as the artists of Merkin Concert Hall. With a dual emphasis on arts education and performance, the Center serves as a resource for students, artists and audiences through its three divisions: the Lucy Moses School, a community school for the arts which offers instruction in music, dance and theater to children and adults ages 2 and up; Merkin Concert Hall, an acoustically-renowned performance space known for its innovative programming schedule; and the Special Music School (P.S. 859), a unique public school.  
**Responsibilities:** The primary responsibilities include:

- Assisting the faculty, the students and the staff of the Center with locating music scores, books and recordings in the library collection or at other libraries  
- Providing music-related reference services to the Center's community, such as assistance with repertoire selection and research  
- Purchasing library materials for classroom and concert use  
- Accepting and cataloging donation of music-related materials to the library  
- Cataloging and processing library materials including audio materials, overseeing re-formatting when needed  
- Conversion of some of the older materials from the card catalog to the computer  
- Managing the circulation of library materials  
- Ordering library supplies  
- Maintaining the library collection through shelving, ordering and light repair of library materials
### Qualifications:
Degree in music or arts and humanities field with a demonstrated knowledge of music; demonstrated organizational, interpersonal and time management skills; ability to analyze, arrange, and describe collections accurately; demonstrated ability to work independently. Working knowledge of Microsoft Office. Knowledge of music literature and music reference sources. Effective oral and written communication skills; familiarity with archival standards and practice preferred; library work experience preferred.

### Compensation:
$16 per hour

### Hours:
Part time, 15-16 hours per week
Sunday: 10 -- 5:30.
Two more afternoons per week, Monday-Thursday

### Deadline:
Open until filled with review of applications to begin immediately.

### Application:
Please send résumé and letter of interest to:

Dr. Ike Kesselman
ikesselman@kaufman-center.org

Start Date: October 2007.

The Kaufman Center is an equal opportunity employer.

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### Position Title:
Technical Services Librarian

### Institution:
The University of the Arts

### General Information:
For more information, see the Technical Services Librarian listing at [http://www.uarts.edu/about/637.html](http://www.uarts.edu/about/637.html)

### Responsibilities:
Responsible for planning, directing, and conducting technical services activities including cataloging, authority work, serials, processing, and preservation; managing and maintaining those functions and database maintenance projects in the libraries' Innovative Interfaces, Inc. Millennium system; and planning for and implementation of metadata for digitization projects. Supervises and evaluates two cataloging/technical services assistants and student assistants. Works closely with music librarian in coordinating cataloging activities, and all librarians in planning library-wide operations and programs. Performs regular reference duties.

### Requirements:
Requirements include an ALA-accredited master’s degree in library/information science; a minimum of 2 years professional cataloging experience including authority work in an online environment; extensive knowledge of the current cataloging standards, AACR2, MARC, LCSH, and OCLC systems and functions;
knowledge of non-MARC metadata schemes and thesauri; experience using an integrated library system, preferably an Innovative Interfaces, Inc. Millennium system; and supervisory experience. A background in the arts, experience cataloging music and media materials, and serials and reference experience preferred.

Availability: Immediate. Applications will be reviewed until position is filled. Preference given to applications received by September 1, 2007. EOE

Application: Qualified applicants should submit letters of application, resumes and three references to:

The University of the Arts
320 S. Broad Street, Rm. 140
Philadelphia, PA 19102

THE UNIVERSITY OF THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER

Position Title: Media Librarian

Institution: University of Iowa

Position Description: Reporting to the Director for Research and Instructional Services, the Media Librarian is responsible for all functions associated with the UI Libraries Media Services. This is an exciting opportunity for a user-oriented innovator who can identify trends in media services, and can evaluate and implement emerging technology/multimedia services in support of teaching, learning and research at the University of Iowa. The existing media collections consist of approximately 25,000 titles, primarily in video formats, and over 7 million microforms.

General Information: The University of Iowa Libraries: The University of Iowa library system consists of the Main Library, the Hardin Library for the Health Sciences and 10 branch libraries (Art, Music, Business, and the sciences). With more than 4 million volumes, the Libraries is ranked 30 out of 113 among the Association of Research Libraries for size of collections. InfoHawk, the Libraries $BIG (J integrated online system, uses ExLibris $BIG (J Aleph 500 software. The Libraries has been innovative in the development of services related to digital technologies with the creation of such units as the Information Arcade and Information Commons. The University Libraries is an active member of the Online Computer Library Center (OCLC), the Committee on Institutional Cooperation (CIC), the Center for Research Libraries (CRL), the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), and the ARL SPARC Project. The Libraries provides a program of support for professional development activities and its staff members are actively engaged in national cooperative efforts.
The University and Iowa City: A major research and teaching institution, the University of Iowa offers internationally recognized programs in a diverse array of academic, medical, and artistic disciplines, from otolaryngology to fiction writing, printmaking to space science, hydraulic engineering to dance. The University consists of a faculty of 2000 and a permanent staff of 15,000 serving 29,000 students, close to 10,000 of whom are registered in graduate and professional degree programs. Approximately 8% of the University workforce is minority faculty and staff, 9% of the student body are members of minority groups, and 7% are international students.

Iowa City is a community of some 63,000 people with excellent educational, recreational, and cultural advantages and is consistently cited in the national media as a city with an excellent quality of life. The community is growing in its diversity; within the Iowa City Community School District, 13.4% of the students are African American, 7.2% are Asian American, 6.6% are Latino, and .5% are Native American. The Latino population is increasing at a rate of .5%/year. The city is readily accessible via interstate highways and a major airport only 30 minutes away.

Responsibilities:

The Media Librarian will:

- Develop, deliver and evaluate services for media collections, including reference, consulting, instructional services/materials
- Supervise staff of library assistants (2 FTE) and student assistants (1.5 FTE)
- Direct booking/film-rental services and circulation services for media collection
- Address licensing and copyright issues for film titles
- Provide direction to the UI Libraries Preservation unit in maintaining and preserving the media collections
- Depending on background and experience, and in coordination with appropriate subject specialists, participate in the selection of audio, video, and digital media materials, as well as supporting material in other formats
- Ensure appropriate materials and equipment are available to meet user needs

Qualifications:

Required:

- Graduate degree from an ALA accredited library and information science program
- Strong commitment to quality user services
- Demonstrated ability to work collaboratively
- Demonstrated commitment to diversity in the workplace or community
- Excellent communication skills
- Demonstrated interest in professional development and contribution

**Desired:**

- Media librarianship experience in an academic library
- Subject expertise in film or media/cinema studies
- Reference and/or instruction experience in an academic library
- Knowledge of licensing and copyright issues for media materials
- Familiarity with preservation issues pertaining to media resources
- Familiarity with the varied technologies related to media services
- Supervisory experience

**Additional Expectations:**

**Civil and Respectful Interactions:**

- Demonstrates respect for all members of the University community in the course of performing one’s duties and in response to administrators, supervisors, coworkers, and customers.
- Establishes and maintains standards of collaborative interaction among peers and employees that is characterized by respect, honesty and service; assures that all unit members are held to similar standards and ethics.

**Diversity and Inclusion:**

- Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.
- Manages the talents, strengths and behaviors of each individual in a diverse work group, while providing each employee with the opportunity to contribute to the goals of the unit. Works to assure that all employees are respected and treated in a manner consistent with University policies in regard to equal employment opportunity and diversity.

**Leadership Accountability:**

- Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.
- Inspires and motivates others to high performance by exercising strong stewardship of University resources, setting expectations, measuring success through individual performance evaluations, and driving organizational results.
Learning and Professional Development:

- Seeks opportunities to enhance one's own professional knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development.
- Identifies opportunities for and creates development plans that encourage employees to attend to the growth of their personal and professional capacity; engages self and staff in collective reflection of the University's greater role in society.

Salary and Appointment:

Appointment will be made at the Librarian I or II level with a salary range of $41,000 to $47,000. The University of Iowa offers an attractive package of benefits including 24 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life, and dental insurance, childcare credit, and additional options.

Deadline:

Applications must be received by August 31, 2007.

Application Procedure:

To apply for this position, please visit the University of Iowa Jobs@UIOWA website at http://jobs.uiowa.edu. To help facilitate your application process, note the requisition number -- 54311.

THE UNIVERSITY OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

For more information about the University of Iowa Libraries, see: http://www.lib.uiowa.edu.

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Position Title: Librarian I/II, Music and Media Librarian

Institution: Southern Methodist University

General Information:

Reports to: Director, Hamon Arts Library
Position number: 052975
Job code: 364

Duties:

Summary of Duties:

The Music and Media Librarian works with other members of Hamon Arts Library to provide specialized user services in the fine and performing arts. Selects and interprets the Hamon Arts Library’s music collection in all formats. Serves as a liaison to the faculty and students in the Division of Music, providing reference,
library instruction and management of the electronic and print music reference collection. Works closely with faculty and students in all of the arts. Supervises daily operations of the Audio/Visual Center, including training and supervision of student assistants, maintenance of course reserves, and digitization projects as needs arise.

In addition to core management and service responsibilities, all Central University Library staff participate in work teams which cross service boundaries. All staff must be prepared to adapt to flexible organizational patterns and changing environments. Position duties and responsibilities will change as the libraries respond to new priorities and user’s research needs. The Libraries will adopt new directions and information technology as appropriate, update policies and procedures as necessary, and periodically reevaluate collections, access, services, operations, and programs. Each librarian is expected to develop a record of progressively more substantive professional activities.

Specific Duties:

- Collection development and management in music; serves as a liaison to the Music Division in the Meadows School of the Arts
- Reference services, including in person and online reference assistance, primarily in the arts
- User education in music, including preparing and updating subject research guides and providing individual and classroom-based instruction
- Supervision of the Audio/Visual Center, including training and supervising student assistants, maintaining physical and electronic course reserves, overseeing circulation policies and practices, and managing digitization projects
- Collaboration with other Hamon Library staff members to promote and provide specialized library services

Qualifications:

Education: MLS from an ALA accredited institution; knowledge of music and media technology essential; degree in music strongly preferred, master’s degree highly desirable.

Experience: Experience in an academic library preferred; supervisory experience preferred.

Skills: Excellent verbal and written communication skills; ability to work effectively with faculty and students; familiarity with library research databases and computer software; familiarity with copyright law and licensing issues as they pertain to sound recordings; demonstrated ability to learn and apply new technologies quickly.

Salary, Rank & Benefits:

Pay grade: 19
Appointment will be at the rank of Librarian I or II, depending upon qualifications and experience.

SMU offers a comprehensive benefits package including retirement plan with immediate vesting and tuition benefits for employees and their families.

Deadline: Priority consideration will be given to submissions received August 31, 2007. Deadline to apply: September 13, 2007.

Application: To apply for this position, please go to: http://www.smu.edu/employment/

SMU is AA/EO employer committed to excellence through diversity.

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**Position Title:** Head Cataloger / On-site Project Manager (New Orleans, LA)

**Institution:** Library Associates Company

**General Information:** LAC seeks a Head Cataloger / On-site Project Manager for a long term project in New Orleans, Louisiana that will last approximately 2 years. Our successful candidate will be articulate, a quick study and extremely hard working. High standards of quality and performance, commitment and integrity are essential to this project.

**Responsibilities:**

- Provide on-site support in all phases for the bibliographic description of restoration library materials from water damaged collection in New Orleans.
- Approximately two year project requires onsite cataloger to handle original, complex copy, and serial cataloging, act as a resource for copy catalogers, providing LC classification and subject headings as needed for copy cataloging needing upgrading.
- Manage and coordinate project and supervise on-site staff on a day-to-day basis.
- Provide oversight managers with weekly reports on project progress.
- Participate in conference calls with oversight staff on a schedule to be determined.
- Maintain active communications and coordinate the work effort with the client and contractor senior staff.
- Other duties as directed.

**Qualifications:**

**Required Qualifications**

- ALA-accredited M.S. in Library or Information Science;
- Minimum of 5 years (a minimum of 2 years of which were in a
supervisory capacity) active cataloging experience in an academic environment using L.C. subject headings and L.C. classification, OCLC and a local integrated system;
- Extensive knowledge of national cataloging standards and practice including AACR2 and MARC21 formats;
- Recent and significant experience with an integrated library system, preferably Endeavor Voyager;
- Ability to communicate effectively;
- Ability to work with one other language besides English;
- Ability to work independently, in a cohesive team, and in a challenging multi-task project environment;
- Demonstrated ability to manage large cataloging/processing project and supervise 15-20 staff.

Desired Qualifications

- Undergraduate or advanced degree in music;
- Previous archival experience;
- Experience in cataloging in an archival or music environment;
- Ability to work with a variety of languages for bibliographic description.

Application:

Please email resume and cover letter to:

Patty DeAnda
pdeanda@libraryassociates.com

with a courtesy copy to
Keith Gurtzweiler
keith@libraryassociates.com.

Please let us know what position you are applying for in your email and cover letter.

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<tr>
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<tr>
<td>Institution:</td>
<td><strong>University of California, Los Angeles</strong></td>
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<tr>
<td>General Information:</td>
<td>The Ethnomusicology Archive seeks applications/nominations for the position of Ethnomusicology Archive Librarian.</td>
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<tr>
<td>Description of Institution and Library:</td>
<td>One of ten University of California campuses, the University of California, Los Angeles (UCLA) is located in Westwood Village, approximately five miles from the</td>
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Pacific Ocean near Santa Monica. Comprised of the College of Letters and Science and 11 professional schools, the 419-acre campus features 174 buildings, including the Center for Health Sciences. UCLA has more than 6,300 faculty and academic staff and approximately 26,000 employees. Founded in 1919, UCLA offers 118 undergraduate degree programs and 200 graduate programs and has more than 24,800 undergraduates and 10,800 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, seven MacArthur Grant winners, and 52 Guggenheim Fellows. UCLA is California’s largest university and is a model for public institutions of higher education. As the 10th 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 10 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 libraries and library units located on the campus. There are approximately 125 librarians on the campus, and the UCLA Library has a staff of approximately 350 and approximately 600 – 700 student employees. The Library has an organizational structure that includes the use of teams in conjunction with departments and units. The library collection consists of more than 8 million volumes and more than 78,000 current serial titles and an aggressively expanding electronic resources collection. The Library’s annual budget is in excess of $33.9 million? more than $10 million supports the acquisition of print and digital material, and the library is part of the California Digital Library. The UCLA Library is a member of the Association of Research Libraries (ARL), the Coalition of Networked Information (CNI), the Center for Research Libraries (CRL), the Council of Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC).

One of the affiliated library units at UCLA, the UCLA Ethnomusicology Archive, established in 1961, is the third largest ethnographic-recording 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, 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 wire spools. 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.

Position Duties:
The Ethnomusicology Archive Librarian is one of two librarians in the Archive. Both librarians report directly to the faculty Director of the Ethnomusicology Archive.

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.

- **Student Training:** Provide advice and expertise to students and patrons in the archival aspects of research practice and public ethnomusicology. Collaborate with Ethnomusicology Department faculty in the preparation and realization of a course in audiovisual archiving, administered to both undergraduate and graduate students in ethnomusicology and other fields.

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

- **Outreach:** Conceptualizes and participates in unique outreach initiatives, such as radio broadcasts, live performances, and community partnerships. Serves as the editor of the 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:

#### Required Qualifications

- ALA-accredited Master’s Degree in Library or Information Science OR significant graduate level coursework toward such a degree OR equivalent education and experience (subject expertise combined with professional library education and/or experience).
- 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.

#### Desired Qualifications

- Ability to read, analyze and or perform music.
- Academic training in ethnomusicology or related discipline.
• Graduate-level courses or experience in archival studies, especially multimedia archives.
• Knowledge of Dublin Core, LCSH, the Ethnographic Thesaurus, EAD and SGML.
• Participation in relevant archival, information technology, and ethnomusicological professional organizations and associations at the regional, national, and international levels.
• Experience with audiovisual media, preferable with audiovisual archiving.
• Experience working in archive.

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

• Assistant Librarian Rank ($40,008 – $44,736)
• Associate Librarian Rank ($44,736 – $66,756)
• Librarian Rank ($66,756 – $85,740)

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.

Deadline:
Candidates applying by August 31, 2007 will be given first consideration. The position will remain open until filled.

Position Availability:
Available January 1, 2008

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

Eve Bailey
Recruitment and Retention Manager
UCLA Library
Library Human Resources
E-mail applications are encouraged and can be sent to jobs-hr@library.ucla.edu. Applications should include:

- a letter of interest describing qualifications and experience?
- a current resume/vita detailing education and relevant experience? and
- the names, phone numbers, and email addresses or at least 3 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.

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**Position Title:** Music Archivist Librarian  
**Institution:** Old Dominion University  
**General Information:** This part-time position provides support to the Music Department of ODU Perry Library.  
**Responsibilities:** The Librarian will analyze, preserve, and process permanent and online archival materials of the University Library’s Diehn Composers Room music special...
collections. Responsibilities also include assisting users with special music collections access and research, developing and mounting online and print exhibits, and participating in the Diehn Composers Room Team for event planning and archival publicity.

**Qualifications:**  
**Required:** ALA accredited MLS; Degree in arts and humanities field with a demonstrated knowledge of music; library work experience; demonstrated organizational, interpersonal, flexibility and time management skills, familiarity with archival and conservation standards and practice; ability to analyze, arrange, and describe collections accurately; demonstrated ability to work as an effective member of a team.

**Preferred:** Archives or Special Collections work experience; web publishing experience; familiarity with multimedia collections.

**Salary:**  
Part time, $25 per hour, 25 hours per week.

**Deadline:**  
Screening of applicants begins July 23, 2007 and continues until the position is filled.

**Application:**  
Send cover letter and resume addressing the qualifications along with names, addresses, telephone numbers and e-mail addresses of 3 professional references to:

Morel Fry  
Search Committee for  
Part-Time Music Archivist Librarian  
Perry Library  
Old Dominion University  
Norfolk, VA 23529-0256  
mfry@odu.edu  
757-683-4141

Old Dominion University is an EEO/AA institution and requires compliance with the Immigration Reform and Control Act of 1986.

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**Position Title:** Technical Services Librarian II  
**Institution:** University of Toronto Faculty of Music  
**General Information:**  
DATE REQUIRED: July 1, 2008  
http://main.library.utoronto.ca/  
http://www.music.utoronto.ca/library.htm
### Responsibilities:
The Faculty of Music seeks a Technical Services Librarian to establish and apply policies and procedures in cataloguing sound, video, and local sheet music collections, and to initiate and develop bibliographic access projects, including applications of new technology to these collections. This position will include cooperation with central technical services departments, staff training and supervision, and participation in reference services. The successful candidate will have a commitment to collaboration with teaching faculty, and to appropriate professional development, research activity and service.

### Qualifications:
Applicants must be graduates of an ALA accredited library school with an MLIS degree or equivalent, and an undergraduate degree in music. Extensive knowledge of cataloguing standards and practices, broad knowledge of musical repertoire, and a bibliographic knowledge of Western European languages is essential. An advanced degree in music is an asset. Familiarity with library automation software systems such as SIRSI and DbText is desirable. Must be able to work flexibly and effectively with colleagues as part of the Music Library team. Must possess leadership, communication, and interpersonal skills, and must have demonstrated ability to achieve results through creative, consultative and cooperative approaches.

### Deadline:
November 1, 2007

### Salary / Rank:
**MINIMUM SALARY:** Librarian II: $50,900 per annum

**NOTE:** THIS IS A PERMANENT STATUS STREAM POSITION

### Application:
Applicants interested in applying for this position should submit their letters of application, curriculum vitae and the names of three referees in writing to the

Library Human Resources  
Robarts Library  
130 St. George Street, Room 2054  
Toronto, Ontario M5S 1A5

or

fax (416) 946-5543.

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.*

*The University of Toronto Libraries thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.*
Position Title: Instructor or Assistant Professor (Media Services Coordinator)

Institution: LaGuardia Community College

Duties: The candidate will provide leadership, management, long range and strategic planning and development of the Library’s media resources and services. Responsibility will include development and maintenance of state-of-the-art multimedia collections; assisting faculty to integrate media materials into the curriculum; and supervision and evaluation of technical and support staff involved in various aspects of media services delivery. Candidate will participate in Library's instruction program and serve at the Reference desk.

Qualifications: ALA accredited MLS degree required for appointment as an Instructor.

ALA accredited MLS degree plus second master's degree or doctorate required for an appointment as an Assistant Professor.

Minimum of 2 years working experience required. Expertise/formal training with multimedia, Internet resources and copyright issues are preferred. Demonstrated leadership, service orientation, problem solving, written and oral communication skills and ability to work with people in a collegial, collaborative environment also preferred. Knowledge of digitization and preservation issues will be helpful.

Deadline: 11/19/2007

Salary / Rank / Benefits: Instructor: $40,851 - $51,926
Assistant Professor: $43,981 - $58,787
FLSA Status: Exempt

Application: Send cover letter and resume by the above closing date to:

Ms. Nereida Baez
ID: Instructor/Assistant Prof. Media Services Coordinator
LaGuardia Community College
31-10 Thomson Avenue, Room
Long Island City, NY 11101

Position Title: Associate, Music Administration

Institution: Jazz at Lincoln Center

Position Summary: Reports to Assistant Director, Music Administration Position
Classification: Non-exempt, Full-Time

Associate is responsible for the day-to-day operations and maintenance of the music library. Associate will assist in music preparation for JALC concerts and events, and will assist in tracking archival information.

Responsibilities:

- Manage day-to-day operations of the JALC Print Music Library. Work with Assistant Director to create and execute short-term and long-term goals and projects.
- Manage the input of music into the library and detailed listings in custom database. Work with Assistant Director to update formatting guides for all information within music library entries. Create and track paper/digital backups of print music library.
- Execute post-event setlist tracking in custom database for concerts and tours.
- Help supervise part-time library staff.
- Conduct music administration intern search.
- Track expenses and staff hours for concerts and projects.
- Order supplies for music library as needed; make necessary requests for additional specialty items/equipment.
- Assist with execution of all music preparation needs.
- Assist in researching and locating music for concerts and tours.
- Prepare print music prior to concert and tour rehearsals as needed.
- Assist in the processing of acquired music collections: inventory materials, create reference copies, maintain originals for transfer to LC archive, and entry into database.

Qualifications:

- Two years’ work experience in a music library.
- Knowledge of jazz music and the artists and professionals in the jazz business.
- A Bachelor’s degree or equivalent relevant work experience.
- Excellent organizational skills and a high level of attention to detail.
- Working knowledge of Finale and music notation standards.
- Solid knowledge of Microsoft Word, Excel, and ability to learn new software as needed.
- Ability to take initiative and work independently.
- Ability to function as a team player and work collaboratively.
- Ability to manage multiple tasks, prioritize, meet deadlines, and work graciously in a fast-paced environment.
- High level of motivation, persistence and patience in working with diverse groups of people.
- Excellent communication skills, both written and verbal, including pleasant and effective phone etiquette.
- A willingness and availability to work occasional weekends and evening as required.
Deadline: October 31, 2007

Application: Submit a resume to: hr5@jalc.org.

Email is the preferred application method, but you may also submit an application by mail:

Jazz at Lincoln Center
33 West 60th St.
New York, NY 10023

or

Fax: 212-258-9909.

NO PHONE CALLS PLEASE
Jazz at Lincoln Center is an EOE.

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Position Title: RIS Librarian (Arts and Culture Librarian)

Institution: Brandeis University

General Information: Job ID: 200485
Location: Library & Technology Services

Full/Part Time: Full-Time
Regular/Temporary: Regular

Brandeis University Library and Technology Services offers a unique and exciting opportunity for an innovative, energetic, and forward-thinking professional to serve as the Arts and Culture Librarian in a merged information services organization, blending traditional library services with new technologies and concepts in direct support of teaching, learning and scholarship.

LTS is a nimble, mid-sized organization that emphasizes public service; boasts robust collections and resourceful staff; encourages excellence, initiative and innovation; and is engaged in a number of bold and creative initiatives. These include the implementation of open source learning management and digital asset management systems; continued development of a full-service Information Commons; and deployment of federated searching and electronic resource management systems.

Responsibilities: As part of the Research and Instruction Services team, the RIS Librarian (Arts and Culture Librarian) will participate in a broad range of activities related to the arts
and culture, focused both on the arts themselves (fine arts, music, theater, and film) as well as the integration of the arts into interdisciplinary and multidisciplinary studies in the humanities and social sciences (such as history, area studies, anthropology, and sociology). The position also participates in the provision of instruction in information and technology fluency; the identification and selection of information and technology resources; the support and development of traditional and online library resources and instructional technology solutions; the provision of research assistance, both on site and online; and departmental liaison duties.

Qualifications:
An MLS degree from an ALA-accredited institution is required, as are advanced study in an art-related academic discipline; a demonstrated ability to work successfully with faculty, students and staff; effective interpersonal, verbal (including presentation and teaching) and written skills; a commitment to service; and the ability to work well both independently and as part of a team. Also required is familiarity with various multi-media applications and computer peripherals, including those that are used in video, audio, and graphics streaming and editing, webpage creation, graphic layout, and animation.

Demonstrated experience and knowledge in several of the following areas is preferred: research assistance; reading ability in at least one standard European language other than English; traditional and online library resources; instructional design or pedagogy; collection development; project management; information, technology, and media literacy programs; support of instructional uses of technology; and fluency in reading music. Evening and weekend work required.

Application:
Please apply directly online at: http://www.brandeis.edu/humanresources/jobs.php.

You will choose to apply as an "External Candidate". Please use the Job ID number listed above to quickly locate the appropriate job listing. Once you have located the desired job, click Apply Now.

Cover Letter & Additional Req
It is required that a resume and cover letter be submitted in order for your application to be considered complete for this position.

Brandeis University operates under an affirmative action plan and encourages minorities, women, disabled individuals, and special disabled and Vietnam-era and other eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, Vietnam-era Veteran, special disabled veteran and other eligible veterans, or on the basis of any other legally protected category.
**Position Title:** Publicity & Outreach Officer  
**Institution:** Music Library Association

**Position Description:** The Publicity & Outreach Officer promotes the activities of the Music Library Association through informational campaigns and exhibits. The Publicity & Outreach Officer is an ex-officio member of the Development Committee, the Publications Committee, the Membership Committee, and the Outreach Subcommittee (though these relationships and duties may change slightly based on the final recommendations of the Committee Structure Task Force); reports to the President and Board of Directors and prepares relevant budgets and annual reports. Within the first year of service, the successful candidate will assess the effectiveness of MLA’s current publicity, outreach and marketing efforts and, within the first year of service, will recommend to the Board ways to expand and enhance those efforts.

**Responsibilities:** Provides general oversight of all the Association’s publicity related activities including public relations, outreach and marketing.

Increases the visibility of MLA activities, including awards, publications, services, and the annual meeting.

Writes and distributes announcements and press releases to the MLA membership and to related organization listservs and publications as appropriate.

Arranges and coordinates an MLA exhibit at several conferences each year in addition to the MLA meeting, usually attending these additional conferences to help staff the exhibit.

Provides publicity materials for outreach events. Works with various MLA committees and the Business Office to keep publicity materials current and engaging.

**Requirements:** Membership in the Music Library Association with a good understanding of its organizational structure and publications. Effective communication skills including excellent writing and editorial skills. Experience in writing press releases desirable. Ability to be creative in enhancing and intensifying the visibility of the Association. Excellent organizational and management skills.

**Deadline:** 31 December 2007

**Honorarium:** $2,500 per annum and expenses necessary to carry out responsibilities.

**Application:** Interested MLA members should submit a letter of application along with 3 references to Ruthann McTyre, Search Committee chair, no later than 31 December 2007. Applications sent via e-mail or USPS are acceptable. Interviews will take place during the Newport meeting with the successful candidate.
announced at the annual business meeting.

Send applications to: Ruthann McTyre, Rita Benton Music Library, 2000 Voxman Music Building, University of Iowa, Iowa City, IA 52242 or ruthann-mctyre@uiowa.edu. ruthann-mctyre@uiowa.edu.

Search Committee Members: Leslie Bennett, Tom Caw, Alan Karass, Lee Richardson

<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Music Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>University of Louisville</td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
<td>The University of Louisville seeks an energetic, service-oriented librarian who is skilled and interested in both technical and public services in a music branch library. Reporting to the Director of the Music Library, the two major areas of responsibility are: 1) overseeing the Music Library's technical services department, and 2) providing reference and bibliographic instruction to all Music Library patrons.</td>
</tr>
<tr>
<td><strong>Environment:</strong></td>
<td>The University of Louisville (<a href="http://louisville.edu">http://louisville.edu</a>) is a Carnegie I research university with a national reputation for its high-quality undergraduate program and over twenty nationally recognized research, graduate, and professional programs, as well as a strong commitment to the community in which it resides. The University Libraries (<a href="http://library.louisville.edu">http://library.louisville.edu</a>) joined the 123-member Association of Research Libraries (<a href="http://www.arl.org/">http://www.arl.org/</a>) in 2002. The city of Louisville (<a href="http://www.loukymetro.org/">http://www.loukymetro.org/</a>) offers hospitality, warmth and smaller city advantages like shorter commutes and lower cost of living alongside major city amenities such as world-class performing arts, great sports, incredible dining, and a nationally-acclaimed parks system.</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td>Establish, implement, and supervise the policies and procedures related to all music material processing from receipt to the shelf. This includes original and copy cataloging, related authority work, physical processing, and preservation as well as the classifying of music materials in all formats. Provide reference assistance to library users using print, online, and audiovisual resources and assist with instruction related web page development. Work proactively with School of Music faculty to develop and maintain useful instructional materials within the context of a progressive program of instruction for all music library patrons. Participate in planning and implementation of branch goals and objectives. Provide support to other operational areas of the Music Library including circulation, the audio lab, and facilities as needed. Actively participate in professional organizations such as the Music Library Association. Work within a</td>
</tr>
</tbody>
</table>
team environment in support of the Libraries’ user-centered goals. Future responsibilities may include collection development, technological support for the branch, and/or staff supervision.

Qualifications:

Required

- Master’s degree in library/information science from an ALA-accredited institution and an undergraduate degree in music or the equivalent
- Music cataloging experience beyond class work using standard tools such as AACR2, LCSH, LC Classification, MARC, OCLC, and MCB
- Bibliographic knowledge of at least one foreign language (German, French, or Italian)
- Detailed knowledge of music literature and music reference sources
- Employment experience in an academic music library or collection
- Strong interpersonal, oral, and written communication skills
- Demonstrated potential to meet University promotion and tenure requirements

Preferred

- Graduate degree in music
- 3-5 years music cataloging experience
- Experience with the Voyager integrated library system
- Working knowledge of information and digital technologies
- Teaching or academic library reference experience
- Supervisory experience

Deadline:

Applications received by November 5, 2007 will be given first consideration, but applications will be accepted until the position is filled. Start date is negotiable.

Salary and Benefits:

The appointment rank and salary will be commensurate with qualifications. The annual minimum salary is $37,000 with a comprehensive benefits package including 22 days annual leave, tuition remission, and several options for medical and retirement plans. Library faculty appointments are twelve month, tenure-track positions. Promotion and tenure require demonstration of scholarship and other criteria.

Application:

Submit an online application via UofL’s Human Resources web site at http://louisville.edu/jobs/ (Job ID #22126).

In addition, send a cover letter addressing the listed qualifications, a resume, unofficial graduate transcripts, and the names, addresses, phone numbers, and e-mail addresses of three references to:

Karen Little, Director
Dwight Anderson Music Library, University of Louisville, Louisville KY 40292.
Telephone: 502-852-5659
Position Title: Ward Project Music Cataloger  
Institution: Harvard University  
General Information:  
School / Unit: Harvard College Library  
Department: Houghton Library  
Location: Cambridge  
Duties and Responsibilities: Reporting to the Head, Rare Book Team, catalogs the collection of ballet, opera, and dance materials given to the Theatre Collection by Professor Emeritus John Ward, both electronically (in HOLLS) and in printed form (catalogues published by the Houghton Library). Also catalogs other music materials acquired by the Houghton Library. The incumbent: is responsible for online original and adaptive cataloging of Ward Collection and other music collections according to national standards; investigates the origins of manuscripts, the circumstances of the work's performance (if it was performed), and determines the various participants in the creation of the work (composers, librettists, and choreographers); publishes printed catalogues to the Ward Collection; performs reference work for the Ward Collection and provides assistance to Curators and Public Services staff in areas of bibliographical expertise; assists in the training and evaluating of the work of the Rare Book Team; may supervise student positions, temporary staff, and interns.  
Required Education, Experience, and Skills:  
Basic Qualifications: MLS with specialization in cataloging, a Masters in music history, and four years of experience in an academic library (preferably in tech services) required. Solid working knowledge of at least one Western European language, required.  
Additional Qualifications: Experience with cataloging pre-1820 materials preferred. Experience with desktop publishing a plus. Knowledge of Aleph library management system or other online cataloging system. Experience with Microsoft Word, Excel, Photoshop and other computer programs to be used in the preparation of the printed catalogs. Position requires good organizational skills, the ability to work well with others, an understanding of cataloging different types of material in MARC format, an understanding of the principles of rare book cataloging, and a broad knowledge of music history and music bibliography.
**Salary / Rank:**

**NOTE:** This is a yearly, renewable term position.

**Full or Part Time:** Full-Time

**Salary Grade:** 057

**Application:**

Apply online:


Harvard University is an Affirmative Action/Equal Opportunity Employer.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Librarian I/II (Music Cataloger)</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Southern Methodist University</td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
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<tr>
<td><strong>Position Number:</strong></td>
<td>00050192</td>
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<tr>
<td><strong>Job Code:</strong></td>
<td>364</td>
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<tr>
<td><strong>Incumbent:</strong></td>
<td>Vacant</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Director, Center for Information Processing</td>
</tr>
</tbody>
</table>

**Team Memberships:**

Holds membership on the Project Implementation Team (PIT) and the Catalogers’ Forum. This position will contribute to the direction and education for cataloging policies, authority control, and database maintenance.

**Interdepartmental Teams:**

May hold membership on teams that are responsible for collaborative efforts to achieve library wide strategic goals.

**Responsibilities:**

Primary responsibility for cataloging music materials. Provides strategic planning, expertise, and training for music cataloging and music librarianship trends in the Center for Information Processing (CIP).

**Professional Skills:**

Professional Skills: Each librarian utilizes effective communication, analytical skills, and innovative thinking to resolve problems, provide documentation, and manage projects. The ability to work independently and collaboratively in a strategic team network is essential. Every team member must manage time effectively in order to balance multiple priorities.

**Position Description and Duties:**

- Performs advanced copy and original cataloging, subject analysis and classification of bibliographic materials for Central University Libraries, with specialized expertise in the area of music
- Catalogs in all formats and a variety of languages with primary responsibility for music scores and sound recordings
- Authenticates bibliographic data, applying national standards, and utilizing a variety of programs and databases

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Performs authority work in accordance with national standards
Prepares team documentation, project assessments, and other reports as assigned
Participates in coordinating current cataloging practices with developing national standards and shifting local needs
Trains and advises library staff
Communicates with CUL units as appropriate to address bibliographic problems or questions
Works closely with Hamon Arts Library staff to identify priorities for music cataloging
Participates in goal setting and development of strategies for bibliographic control of library collections
Stays abreast of developments in librarianship and information science
Performs other duties as requested by the Director, Center for Information Processing

Position Qualifications:

Required:
M.L.S. or equivalent degree from an ALA accredited library school; degree in music or strong music background; cataloging proficiency in at least one foreign language. Knowledge of national cataloging standards and schema (AACR2rev., etc.), LCSH, Library of Congress classification, MARC formats and OCLC cataloging procedures. Experience with integrated library systems. Ability to prioritize tasks and meet appropriate deadlines and production goals. Ability to work in a team environment and to establish and maintain effective working relationships. Ability to communicate effectively both in writing and verbally. Requires the ability to work at a computer station for extended periods.

Desired:
Relevant professional experience in an academic or research library, preferably in the cataloging of music materials.

Note:
In addition to core management and service responsibilities, all CUL staff participate in teams that cross service boundaries. All staff must be prepared to adapt to flexible organizational patterns and changing work environments. Position duties and responsibilities will change as the libraries respond to new priorities and users' research needs. The libraries will adopt new directions and information technology as appropriate, update policies and procedures as necessary, and periodically reevaluate collections, access, services, operations and programs.

Deadline:
Priority Consideration Date:
Priority consideration will be given to submissions received by: October 24, 2007.

Deadline to Apply:
November 9, 2007
<table>
<thead>
<tr>
<th>Application:</th>
<th>To apply for this position, please go to: <a href="http://www.smu.edu/employment/">http://www.smu.edu/employment/</a></th>
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</thead>
<tbody>
<tr>
<td><strong>Position Title:</strong></td>
<td><strong>Research Librarian for Performing Arts (Music, Dance, and Drama)</strong></td>
</tr>
<tr>
<td><strong>Institution:</strong></td>
<td><strong>University of California, Irvine</strong></td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
<td>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 excellent electronic and print collections in Music, Dance, and Drama. The Research Librarian for Performing Arts will provide liaison and outreach to faculty and students in the Departments of Music, Dance, and Drama in 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: <a href="http://www.arts.uci.edu/">http://www.arts.uci.edu/</a>. The successful candidate for this position will be based in the Collection Development Department and jointly supervised by the Head, Collection Development Department and the Head, Langson Library Reference Department.</td>
</tr>
<tr>
<td><strong>Collection Development Department</strong></td>
<td>The Collection Development Department is responsible for the library wide development and management of general collections in the Langson Library, Science Library, and Grunigen Medical Library under the administration and coordination of the Head of Collection Development. This department takes the lead role in developing and planning the overarching and ongoing collections policies, procedures, and projects that ensure that the scholarly resources available meet the campus teaching, research, and patient care needs. The department consists of the Department Head and 5+ Research Librarians, who are responsible for supporting the collection, liaison, and service needs of UCI academic programs. In addition, there are 15+ other Research Librarians located in departments throughout the Libraries, who are responsible for both collections and services in their specialized disciplines. Each Research Librarian is a member of one of three discipline-based pods (teams) as well as of the library-wide Bibliographers Group.</td>
</tr>
<tr>
<td><strong>The Libraries</strong></td>
<td>The UCI Libraries are committed to innovation and excellence and are in a major period of growth and change. The Libraries consist of the Langson Library, the</td>
</tr>
</tbody>
</table>
Science Library, the Library Gateway Study Center, and the Grunigen Medical Library. The Langson Library primarily serves the Schools of Humanities, Arts, Social Sciences, Social Ecology, Business, the Department of Education, and Interdisciplinary Studies. The Science Library primarily serves the College of Health Sciences (including the School of Medicine) and the Schools of Biological Sciences, Physical Sciences, Engineering, and Information and Computer Sciences. The Grunigen Medical Library serves the clinical needs of the Health Sciences at the UCI Medical Center, located in Orange, 12 miles from the main campus.

The UCI Libraries have a staff of 273 FTE and an organizational structure that includes the use of teams in conjunction with departments. The library collection consists of over 2.7 million volumes, over 48,000 current serial titles, and an aggressively expanding electronic resources collection. The UCI Libraries are a member of the: Association of Research Libraries (ARL), California Digital Library (CDL), Coalition of Networked Information (CNI), Center for Research Libraries (CRL), Council on Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA) and Scholarly Publishing & Academic Resources Coalition (SPARC).

University of California, Irvine

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. Founded in 1965, UCI is among the fastest-growing University of California campuses, with more than 25,000 undergraduate and graduate students and about 1,400 faculty members. UCI has had an extraordinarily rapid rise to distinction in its first forty years, including membership in the Association of American Universities, three Nobel prizes since 1995, and ranking in many surveys among the nation’s best public universities.

Student enrollment is planned to reach 32,000 by 2014 accompanied by a proportional growth in faculty and staff. Nearly 60% of UCI students identify themselves as Asian American, African-American, Chicano/Latino, or Native American. The University offers 40 doctoral programs in addition to the M.D. UCI’s academic programs are ranked nationally among the top universities; several doctoral programs are ranked in the top ten.

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.

Duties and 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 music, dance, and drama. The incumbent will serve as liaison to
the faculty and students in these subject areas to insure that their information needs are being met as well as to promote the Libraries’ services and resources. The incumbent will be responsible for monitoring budgets and making collections decisions that support the teaching and research needs on campus. The incumbent will provide subject-based instruction and develop and update subject web pages in support of research in music, dance, and drama. The incumbent will also work collaboratively with the Libraries’ Multimedia Resources 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 the arts and humanities as well as business, social sciences, and education. The incumbent will provide approximately ten hours of reference service weekly, including responding to in-person, telephone, and electronic inquiries. The incumbent will also provide specialized research consultations in music, dance, and drama and maintain sufficient knowledge to provide effective general reference assistance. Occasional weekend and evening shifts are required.

In the area of instruction, the Research Librarian for Performing Arts will provide and promote specialized instruction services to students and faculty in music, dance, and drama. The incumbent 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:

**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 music, dance, or drama or experience providing reference, instruction and/or collection development in the performing arts.
- 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 of music, dance, and drama.
- 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 performing arts.
- 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.

Deadline:

Applications received by November 19, 2007 will receive first consideration, but applications will continue to be accepted until the position is filled.

Salary and Benefits:

Salary commensurate with qualifications and experience. Preferred appointment level is $40,008 - $66,756 (Assistant Librarian I – Librarian I).

Librarians are entitled to two days per month of annual leave, thirteen paid holidays, and 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.

Application:

Electronic applications are preferred. Qualified applicants who wish to be considered for this position should send their application materials including: cover letter; complete résumé; 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:

e-mail: hr@lib.uci.edu

Library Human Resources
UC Irvine, P.O. Box 19557
Irvine, CA 92623-9557

confidential fax (949) 824-3270

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

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Music Liaison Librarian</th>
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</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>McGill University</td>
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</tbody>
</table>

### General Information:

**Background**

The McGill University Library comprises thirteen branches located on the downtown Montreal and Macdonald campuses as well as central support services, including financial, facilities, human resource management, library technology and collection management services on the downtown campus. The Library has the largest collection in Quebec and is one of Canada’s largest academic libraries. Over 6 million volumes are held, with a growing collection of ejournals, e-books and e-theses. Databases available cover all disciplinary areas. The Rare Books collection contains significant holdings of heritage manuscript and pictorial materials with specialization in Canadian content and has an extensive digitization program. The Library is a member of the Canadian Association of Research Libraries and the Association of Research Libraries in the United States.

The Library provides outstanding collections, access to the world of knowledge, excellence in service and an appropriate library environment, all of which are client-focused and responsive to the needs of the McGill community. The Library maintains traditional library services, implements new information and communication technologies in service delivery and provides information skills/literacy programs to its clients. The Library pro-actively supports the teaching, learning and research needs of faculty and students to ensure that the University’s strategic mission is accomplished in a rapidly changing environment. There are several positions to be filled, one in the Marvin Duchow Music Library which serves primarily the Faculty of the Schulich School of Music, and one position in the Humanities and Social Sciences Library.

### Information for Prospective Staff

Information about the University and employment at McGill University is at the University’s web site ([www.mcgill.ca](http://www.mcgill.ca)). Information about the McGill Library is available at [www.mcgill.ca/library](http://www.mcgill.ca/library). Evening and weekend work may be required.

### Duty Statement:

**Primary Purpose of Position**
To assist in the provision of a range of library and information services and collections to support teaching, learning, research and outreach activities at McGill University.

**Duties**

Duties and responsibilities include, but are not limited to:

Advise clients on discovering, accessing and using effectively the full range of library and information resources available to meet teaching, learning and research needs in a specific disciplinary/area

Provide on-site and remote clients assistance and consultation services in information resource discovery and access in relation to specific teaching, learning or research needs

Develop and maintain communication links and appropriate liaison with designated academic departments and university centres to ensure library and information needs are understood and met

Co-ordinate the work of other library staff in designated areas and work effectively as a member of a team

Conduct information literacy/skills classes and training programs for clients and library staff

Develop and maintain documentation, including web content and user guides

Assist in the development of the Library’s collection in both print and electronic formats in a specific disciplinary area to ensure teaching, learning and research needs are met

Promote and market the Library’s products and services and assist in fundraising activities as appropriate

Provide intellectual and physical access to library material, particularly subject and authority analysis and metadata tags

Create and maintain library system and database records

Assist in managing the acquisition, delivery and supply of library and information resources.
resources

Co-ordinate and participate in projects

Work in partnership with other library and University staff and sections, as well as external groups, on specific projects

Attend various library, faculty and University wide committees and represent the library on external committees as required

Comply with staff conduct and occupational health and safety requirements

Reporting Relationships

The position reports to the Manager of the Library Service to which it is attached or the relevant Team Leader.

Selection Criteria:

1. A degree and recognized professional library qualifications are required; professional experience in the information services area of an academic, special or research library, or equivalent relevant experience is highly desirable
2. Knowledge of and experience in the use of relevant information resources, including electronic and networked resources, and information and communications technology
3. Ability to conduct information skills classes for small and large groups
4. Capacity to supervise other staff and coordinate workflows
5. Excellent oral and written communication skills, including abilities in both English and French.
6. Excellent organizational, client service and teamwork skills.
7. High level of professionalism and commitment to the organization and its mission and the ability to work flexibly in a changing environment
8. Ability to promote the library and its services to clients and present a positive image of the library to clients
9. Ability to understand and respond to priorities and trends in the Library and University environments
10. Knowledge of equity principles, University Occupational Health and Safety policies and Workplace Health and Safety Act requirements of work area

Deadline: Wednesday, October 31, 2007

Salary, Rank, and Benefits:

Assistant Librarian (tenure track)
Duration: three years, with possibility of renewal
Salary minimum: $46,000 per annum

Application:

Application, along with a curriculum vitae, copies of academic transcripts, and the names and
addresses of three referees should be submitted no later than Wednesday, October 31, 2007 to:

Carole Renahan  
Manager, Personnel & Administration  
Office of the Director of Libraries  
McGill University  
3459 McTavish Street  
Montreal, Qc H3A 1Y1  
Fax: (514) 398-3561  
Email: carole.renahan@mcgill.ca

**BACKGROUND**

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

<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Library Technical ParaProfessional III, ART-Music</th>
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<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>Kennesaw State University</td>
</tr>
<tr>
<td><strong>Position Summary:</strong></td>
<td>Perform more advanced professional librarian activities. This is an &quot;intermediate&quot; level position. Typical duties include assisting with developing and implementing library-related programs, assist with supervising subordinate professional and support staff, and doing advanced cataloging functions, including authority control routines. archiving recital/concert programs/recordings; assisting students with use of audio/visual equipment; answering student/public inquiries; correspondence, forms and other departmental materials; hiring, supervising and managing payroll for student assistants; interfacing with Sturgis Library staff; and other related tasks as required.</td>
</tr>
<tr>
<td><strong>Required Education / Skills / Experience (Minimum Qualifications):</strong></td>
<td>Two (2) years of college education; three (3) years or more of current library experience; good knowledge of standard library principles and procedures (e.g. LC Classification, MARC), excellent working knowledge of computer equipment, software and internet applications, and good knowledge of specialized library automation (e.g. Voyager).</td>
</tr>
<tr>
<td><strong>Desired Education / Skills / Experience (Additional Qualifications):</strong></td>
<td>MLS from accredited ALA institution, computer literacy, 3 years current library experience, knowledge of OCLC and other bibliographic utilities; working knowledge of software applications. Classical music background preferred.</td>
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</tbody>
</table>
Deadline: The position is listed until filled. For priority consideration, applications should be made (on-line) prior to 1/7/08.

Salary, Benefits, and Rank: FLSA: Non-Exempt
Position status: Regular
Minimum hiring Salary: $15.11 per hour
Number of Hours per week: 40
Work schedule: 8 AM to 5 PM

Application: Apply online at:
https://jobs.kennesaw.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1196374454543

Have three letters of recommendation sent to:

Peter Witte
Department of Music
Box 3201
Kennesaw State University
1000 Chastain Road
Kennesaw, GA 30144-5591

Position Title: Music Librarian
Institution: NBC Universal, Broadcast Operations

General Information: NBC Universal Media Works aligns four major media disciplines: Technology, Operations, Software Solutions and Corporate Support. The organization is positioned to leverage a world-class technology team, the best media operations and production facilities in the business and to build strong partnerships enabling NBCU continue execution of growth initiatives. Media Works team members represent every area of our business, from technology and innovation to film and television production and are an integral part of making NBC Universal one of the world's leading media and entertainment companies. GE is an equal opportunity employer, offering a great work environment, challenging career opportunities, professional training and competitive compensation.

Responsibilities: NBC Universal has an immediate opening for a Music Librarian. This is an excellent opportunity for an entry-level librarian interested in working in a media library.
• Provide music research services to NBC program producers and editors.
• Collaborate in program production by providing appropriate tracks for specific programs.
• Provide cost-effective music solutions to producers in an increasingly multi-platform environment.
• Assist in management and distribution of digital and hard copy library materials.
• Maintain Music Library intranet site and Music Library collection.
• Provide training to patrons on how to use the Music Library and its services.

Qualifications:

• Bachelor’s degree
• 3+ years of experience in one or more of the following: Media Library, experience working as a Research Assistant and/or experience working as a librarian along with internship or other experience in the media industry.
• Experience with Dreamweaver web development software and knowledge of HTML
• Experience using MS Office computer programs, including handling digital music.

Eligibility Requirements:

• Interested candidates must submit a resume/CV online to be considered (note job#: 755604).
• Willingness to travel and work overtime, and on weekends with short notice.
• Must be willing to work in Englewood Cliffs, NJ.
• Must be willing to take drug test and submit to a background investigation.

Desired:

• Masters degree in Library Science preferred
• Knowledge of Production Music Libraries preferred
• Basic understanding of Music Copyright preferred
• Broad knowledge of music genres, performers and artists (from classical to pop and everything in between).
• Excellent interpersonal skills and ability to work with internal clients
• Ability and desire to work in a fast-paced environment with tight deadlines
• Enthusiastic and quick learner with a keen interest in digital media.

Location: Englewood Cliffs, NJ
Application: Apply online:
The United States has regulations that govern the hiring of current or former U.S. Government employees. If you currently work for (or have in the past) the U.S. Government (in any capacity), you may have certain responsibilities under these regulations and certain restrictions may apply to your potential employment with GE. Therefore, if you are contacted by GE regarding a position of employment, and you have worked for the U.S. Government at any time, please immediately inform the GE representative of this fact.

Position Title: Reference & Instruction/Arts & Humanities Librarian

Institution: University of Washington Bothell and Cascadia Community College/Co-located campus

General Information: The University of Washington Libraries seeks a creative and energetic librarian to participate in a collaborative team at the University of Washington Bothell and Cascadia Community College Campus Library. The successful candidate will be committed to providing a range of services at a growing institution, including, but not limited to, instruction, collection development, and reference.

This is an annual 10 month position with the possibility of additional employment pending available funding.

THE POSITION:
The Reference & Instruction/Arts & Humanities Librarian will serve as liaison to undergraduate and graduate faculty and students at Cascadia Community College and the University of Washington Bothell in the areas of Art, Cultural Studies, Dance, Drama, English Composition, Music, Performance Studies, and other general or interdisciplinary areas within the Humanities.

General responsibilities include cultivating and sustaining collaborative relationships with faculty, students and staff in support of campus teaching and learning. Given the sustained growth and interdisciplinary nature of the curricula at both institutions, this requires active and ongoing collaboration among librarians across all subjects and levels.

Teaching: Will partner with colleagues within the Library and campus to develop instructional materials that integrate information literacy into the curricula of both institutions in the areas of cultural studies, dance, drama, music, performance studies and the visual arts. This position will also partner with the Library's Ethics and Humanities Librarian and Cascadia English faculty in developing the information literacy instruction curriculum for the required research and writing
courses, and will rotate responsibility for coordinating the Library's overall presence in composition sequence. Will collaborate with other librarians and faculty in planning for the new UW Bothell Masters in Cultural Studies program, scheduled to begin offering classes in fall 2008 and a new UW Bothell Interdisciplinary Arts curriculum at the undergraduate level, both of which stress links between diverse methods of inquiry and value community-based scholarship and learning.

**Collection Development:** Will work closely with faculty and librarians within their liaison areas to develop print and electronic curriculum-focused collections, whose development is informed by the larger research collections across the UW Libraries and regional consortia.

**Reference:** Responsibilities include providing reference services in the Library's Information Commons and online through the UW Libraries' Q&A Live digital reference service. Some evening and weekend reference and instruction work will be required.

**Learning Technologies:** The library is committed to exploring the use of Web 2.0+ technologies and educational software in support of the mission of the institution. The successful candidate will participate in ongoing discussions and initiatives dedicated to the creative and intentional implementation of learning technologies in the curriculum.

**Professional Development and Service:** The successful candidate will be expected to play an active role in planning for the continued expansion of UW Bothell and Cascadia, and to take responsibility for his/her professional development in pursuit of promotion and continuing appointment in a supportive environment.

**THE CAMPUS AND LIBRARY:**

We are one of three campuses served by the University of Washington Libraries. Cascadia Community College and the University of Washington Bothell share a campus in Bothell, 18 miles north of downtown Seattle. The combined student body is approximately 3,000 FTE. Growth at both institutions is expected to be steady for the next 10 years. Cascadia's degrees include an Associate in Integrated Studies (AIS), an Associate in Science (AS) and an Associate in Applied Science (AAS). More information on the college and its programs can be found at [http://www.cascadia.ctc.edu](http://www.cascadia.ctc.edu). UW Bothell currently offers programs in Business, Computing and Software Systems, Education, Nursing, Interdisciplinary Arts and Sciences and Policy Studies. More information on UW Bothell and its programs can be found at [http://www.uwb.edu](http://www.uwb.edu).

The successful candidate will join a team of librarians, faculty and academic support staff committed to innovation in teaching and learning. Librarians enjoy a great deal of faculty, staff, and administrative support at UW Bothell and Cascadia, and participate in a wide variety of initiatives that foster a culture of learning. As
part of UW Bothell's Academic Services division, the candidate will work closely with staff in the Media Center, Visual Resources, Writing Center, Quantitative Skills Center, Teaching and Learning Center, Learning Technologies, and Information Systems.

More information about the Campus Library can be found at http://library.uwb.edu/

**Required Qualifications:**

1. Graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree.
2. Demonstrated commitment to diversity and understanding of the contributions a diverse workforce brings to the workplace.

**Preferred Qualifications:**

1. Experience or demonstrated interest in the provision of instruction services in a community college or university setting is highly desirable. Familiarity with information literacy concepts, trends, pedagogies, and assessment.
2. Experience or demonstrated interest in the provision of reference services to community college or university students. Strong user centered public service philosophy.
3. Applicants with knowledge of or experience with interdisciplinary studies are encouraged to apply; however, education or experience in position-related subject areas is also desirable. Preference will be given to candidates who have an interest in gaining experience and developing knowledge in a variety of disciplines.
4. Experience or demonstrated interest in working with students from diverse backgrounds, interests, and abilities who possess a wide range of educational goals.
5. Ability to work in a team environment where consultation, flexibility, creativity, collaboration and cooperation are essential. Commitment to continually seeking improvement in services, collections, and facilities.
6. Experience or demonstrated interest in the use of learning technologies.
7. Excellent interpersonal and communication skills. Able to play an active role in participating in UW Libraries and unit activities and meetings, and to communicate effectively with coworkers and supervisors.

**Deadline:**

To ensure consideration, applications should be received no later than 5:00 p.m., January 11, 2008.

**Salary and Benefits:**

**SALARY:**

$41,000 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.

APPLICATION:

APPLY TO:

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

Application:
Applicants should submit a letter of application, full resume including a teaching statement (see below), work telephone number, email address, salary requirements, and the names, mailing addresses and telephone numbers of at least three references who are knowledgeable of the applicant’s qualifications for this position.

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University of Washington Libraries’ Home Page address is:

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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.

Anticipated Start Date: July 1, 2008.

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**Anticipated Start Date:** July 1, 2008.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Librarian - Part Time</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Rider University</td>
</tr>
<tr>
<td>General Information:</td>
<td>The Westminster campus of Rider University, seeks a part-time library faculty member to work approximately 20 hours per week in the Talbott Library from February through August 10, 2008.</td>
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</tbody>
</table>
| Responsibilities: | - providing a full range of reference services including access to special collections, assistance with public computer workstations, and the information accessible through them  
- assisting with library workflow by cataloging and/or working on bibliographic projects  
- processing gifts-in-kind  
- serving as a consultant for student workers and their projects. |
| Qualifications: | MLS from ALA accredited institution (or actively pursuing MLS) with significant musical experience or a graduate degree in music with significant |
library/research experience is required.

Knowledge of music literature, previous reference experience, familiarity with online resources, and bibliographic knowledge of German and romance language preferred.

Application:
All applicants must complete an online faculty application at www.rider.edu/hr, click on 'Employment Opportunities', and attach a CV, letter of application, and references.

Position #: 460111.

Rider University is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam-era-disabled veteran status, or any other non-job related criteria.

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Position Title: Audio Video Preservation Specialist
Institution: NARA

WHO MAY BE CONSIDERED:
ALL SOURCES - Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

JOB SUMMARY:
Whether you are new to the Federal Government or an experienced professional seeking a career change, you can make history at the National Archives. Our dedicated staff work across a variety of career fields to safeguard the records of the Federal Government - more than 10 billion of them. Visit our Employee Gallery at www.archives.gov/careers to see the kinds of dynamic projects our staff are undertaking. If you want a career where you can see the difference your work makes, then join the National Archives!

You will serve as an Audio Video Preservation Specialist in the Office of Records Services, Special Media Preservation Laboratory located 8601 Adelphi Road, College Park, Maryland 20740.

Major Duties:
- Perform the duties associated with digitizing original archival audio and video records using computer hardware and software technology as well as tape based analog and digital recorders/reproducers. Produce digital audio and video files as well as produce physical media for preservation and access.
- Perform audio and video processing on these files and produce hard-copy
output (tape, optical discs, etc) from these files. Utilize manual dexterity and knowledge of appropriate handling methods to prevent damage or further deterioration to the records and expertise in operating a wide range of audio video equipment so as not to cause further harm or deterioration to the audio video records.

- Utilize knowledge of specialized techniques including the use of microscopic examinations to match grooves in transcription discs to the correct stylus and to evaluate track configurations of many different types of analog audio tapes to ensure that the most accurate copy of the original is made, selecting the most suitable materials and equipment, and adjusting or modifying equipment to meet the requirements necessary to accomplish the tasks at hand. Create administrative and technical metadata documenting the digitization process and enter audio video files and metadata into the digital asset management system used in the audio and video lab.

Key Requirements:

- Relocation expense will not be paid.
- Responses to KSAs required (see "How You Will Be Evaluated" section)
- More jobs may be filled if additional vacancies occur within 90 days.
- U.S. Citizenship
- Background and/or Security Investigation required.

Qualifications and Evaluations:

QUALIFICATIONS REQUIRED:

To be considered for this position at the GS-09 level, you must have one year of specialized experience equivalent to the GS-07 level in the Federal Service.

To be considered for this position at the GS-11 level, you must have one year of specialized experience equivalent to the GS-09 level in the Federal Service.

Specialized Experience is experience which shows that you have the knowledges, skills, and abilities to perform the duties of this position successfully. This type of experience is generally obtained from having worked in a position similar to the position being filled. Examples of specialized experience include experience utilizing digital audio and video techniques to produce high-quality reproductions while minimizing the loss of sound and/or image quality.

You may qualify for the GS-9 level if you have a master’s degree or 2 full years of progressively higher level graduate education leading to such a degree that has demonstrated the knowledge, skills, and abilities necessary to do the work of the position.

You may qualify for the GS-11 level if you have a Ph.D. or equivalent doctoral degree, or 3 full years of progressively higher level graduate education leading to such a degree that has demonstrated the knowledge, skills and abilities necessary
to do the work of the position.

Time-in-grade restrictions apply for current Federal employees applying under merit promotion procedures. You must have one year of Federal service at the GS-07 to be eligible for a GS-09. You must have one year of Federal service at the GS-09 to be eligible for a GS-11. Time-in-grade restrictions do not apply under public notice procedures.

If selected under public notice procedures, you will be required to serve a one-year probationary period.

**HOW YOU WILL BE EVALUATED:**

If you meet the basic qualification requirements, we will use your resume and narrative responses to the knowledges, skills, and abilities (KSAs) listed below to identify the best qualified candidates for this position. You must explain how your experience, education, training, self-development activities, appraisals, awards, etc. relate to each knowledge, skill or ability. Describe each KSA separately and limit each narrative to one page. To be considered for the position, you must submit narrative KSA statements with your application package. Failure to address each KSA will result in non-consideration of your application.

Based on the information you provide in your application package, we will assign you to one of three quality categories – Best Qualified, Well Qualified, or Qualified. Those applicants who are determined to be best qualified will be referred to the hiring manager for further consideration. Qualified veterans are placed ahead of nonveterans within each category. Qualified veterans with a service connected disability of 10% or more are placed ahead of nonveterans in the best qualified category.

The KSAs required for this position are:

1. Knowledge and/or ability to operate all professional audio and video equipment including traditional dedicated broadcast and recording formats, computer hardware and software used in digitizing audio and video, digital audio and video file formats, and audio and video recordings that were created on now obsolete media and equipment.
2. Ability to properly handle, repair, and reformat damaged, fragile and deteriorated audio and video recordings using highly specialized audio and video equipment such as Digital Audio Workstations, Digital Video Workstations, traditional dedicated broadcast video equipment and dedicated audio equipment for reformatting and archival preservation.
3. Ability in using audio and video software applications for creating, processing, storing, and outputting digital audio and video recordings. This also includes installation, troubleshooting and upgrading of computer software as it applies to functions such as digital recording, signal processing, editing, duplication, and storage.
4. Ability to create administrative and technical metadata and enter audio and video files into a digital management system.

Open Period: Wednesday, November 14, 2007 to Friday, December 14, 2007

Salary, Rank, and Benefits:

**SALARY RANGE:** 46,041.00 - 72,421.00 USD per year

New employees usually start at the minimum salary rate. If you have prior Federal service, you may start at a higher rate.

**SERIES & GRADE:** GS-1001-09/11

**POSITION INFORMATION:** Full-Time Permanent

**PROMOTION POTENTIAL:** 11

**DUTY LOCATIONS:** 4 vacancies - College Park, MD

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. The following web address is provided for your reference to explore the major benefits offered to most Federal employees. http://www.usajobs.opm.gov/ei61.asp

**OTHER INFORMATION:**

NARA is a recognized leader in fields from document preservation to electronic records, making it a vital and interesting place to work. At more than 30 sites across the country – regional archives, records centers, Presidential libraries, and three major buildings in the Washington, DC, area – NARA safeguards and makes available millions of records in a variety of media ranging from the Declaration of Independence and Constitution to rapidly increasing numbers and types of electronic files. Each year we welcome nearly two million visitors to our exhibits and serve the needs of thousands of researchers. We help Federal agencies documenting their activities; publish the Federal Register and other official documents; oversee Federal classification and declassification policies; and make grants supporting initiatives to document American history.

This position is in the AFGE bargaining unit.

**INFORMATION FOR DISPLACED FEDERAL EMPLOYEES:**

If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To exercise selection priority, you must meet minimum qualifications, including selective factors, experience, and education requirements (if
applicable), and be rated in the "Well Qualified" category based on the criteria described under "How You Will be Evaluated."

Application:

**STEP ONE - Resume**

All applicants must submit a resume. You may create your resume in USAJOBS, use the OF-612 (Optional Form for Federal Employment), or use another equivalent format. Regardless of the format you choose, you must include:

a. Announcement number and position title and grade.

b. Personal information: Full name, mailing address, contact information, and last four digits of your Social Security Number.

c. Education: High School name and date of diploma or GED, colleges/universities attended and major field(s) of study, total credit hours completed, and type of degree(s) and year received.

d. Work Experience: Job title, hours per week, employer's name and address, supervisor's name and phone number, starting and ending dates of employment (month and year), salary, duties, and accomplishments. Indicate whether your current supervisor may be contacted.

e. Other Qualifications: Job-related training courses, skills, certificates, licenses, honors, awards, and/or special accomplishments.

**STEP TWO - Narrative Responses to KSAs**

All applicants must provide narrative responses to the KSAs listed in the 'How You Will Be Evaluated' section. Your narratives should explain how your work experience, education, training, self-development activities, appraisals, awards, etc. relate to each KSA. Address each KSA separately. More information: http://www.archives.gov/careers/jobs/ksas.pdf

**STEP THREE - Supporting Documentation**

a. You must provide a copy of your college transcripts. Note: You must submit copies of college transcripts if substituting education for experience or if specific education is required.

b. All applicants are also asked to submit NARA Form 3035, Applicant Background Survey. This form is available at http://www.archives.gov/careers/jobs/forms/

Current and former Federal employees must also submit:

a. A copy of an SF-50, Notification of Personnel Action, that documents your career or career-conditional status or reinstatement eligibility (such as a
promotion, reassignment, within-grade increase, or appointment SF-50).

b. A copy of your latest performance appraisal.

c. A second copy of your application package (if you wish to be considered under both merit promotion and public notice procedures). If you submit only one application package and do not specify how you would like to be considered, you will be considered under merit promotion procedures only.

Veterans claiming preference must also submit:

a. A copy of your DD 214, Certificate of Release or Discharge from Active Duty, and

b. If claiming 10-point veterans’ preference, SF-15, Application for 10-point Veterans’ Preference plus the proof required by the form.

Persons with disabilities and others who are eligible for appointment under special appointing authorities (e.g., service with the Government Accountability Office (GAO), Peace Corps, etc.) must also:

a. Clearly specify this eligibility on your application and provide supporting documentation as provided by that authority.

Displaced Federal Employees (ICTAP eligibles) must also submit one of the following as proof of eligibility for special selection consideration:

a. A separation notice;

b. An SF-50, Notification of Personnel Action, which reflects your current or last position, grade level, duty location, and documents separation from Federal service;

c. An agency certification that you cannot be placed after injury compensation has been terminated;

d. An OPM Notification that your disability annuity has been terminated; OR

e. A Military Department or National Guard Bureau notification that you are retired under 5 USC 8337(h) or 8456.

**STEP FOUR - Submit Application Package**

We will accept applications via mail, hand-delivery, fax, or online through USAJOBS. Applications submitted via mail must be postmarked by the closing
date of the announcement. If hand-carried or faxed your application must be received by the closing date. If applying online, be sure your application is submitted by midnight Eastern Standard Time of the closing date.

**Mail or Hand-carry to:**

NARA, Human Resources Services Division  
Human Resources Operations Branch (NAHO)  
Attn: Shawn Sanders  
8601 Adelphi Road, Room 1200  
College Park, MD 20740

Fax to: 301-837-3195. Be sure to include your name and announcement number on all documents.

**Apply Online:**

See the full online listing by searching for the position's control number (1057956) at:


USAJOBS provides a 'Create a Resume' feature to develop and submit a resume. In addition, you must submit a narrative response to each of the KSAs. Narrative responses to the KSAs may be included in your resume in the 'Additional Information' section. If your resume is already saved in USAJOBS, select 'edit' to add KSA narratives in the 'Additional Information' section. Then, the completed resume can be attached to this vacancy announcement and submitted electronically. To do so, scroll down to the end of the vacancy announcement, click on the 'Apply Online' icon, and follow the instructions. You will receive a 'Confirmation of Submission' message. If you do not receive this message, please submit again as this indicates your resume has not been received.

**NOTE:** Submission of a resume alone IS NOT a complete application. This position requires completion of additional forms and/or supplemental materials as described above. Please carefully review the complete job announcement and the 'How to Apply' Instructions. The additional information may be mailed to the above address or faxed to 301-837-3195.

**WHAT TO EXPECT NEXT:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of
this announcement. You will be notified of the outcome.

Position Title: Performing Arts Librarian
Institution: University of Akron
General Information: The University of Akron seeks a motivated, collegial library professional for a tenure-track position at the rank of Assistant Professor of Bibliography.

UNIVERSITY AND COMMUNITY
Akron is a metropolitan area of 500,000 people 30 miles south of Cleveland that combines the advantages of city life with easy access to Northeastern Ohio's many natural resources including the Cuyahoga Valley National Park. The University of Akron (UA) (http://www.uakron.edu) is the third largest state assisted university in Ohio. UA is a distinctive campus in an urban environment, with more than 80 buildings on 218 acres. Our "New Landscape for Learning" program has added 30 acres of green space and 11 new buildings, including a Student Recreation and Wellness Center, Student Union, Honors Complex, classroom buildings and parking decks. UA's 10 academic colleges offer our 24,000+ students more than 300 undergraduate and master's degree programs and options, 17 doctoral degree programs, and 4 law degree programs.

The extensive collections and services of the University Libraries (UL) (http://www.uakron.edu/libraries/) support the broad range of academic and scholarly interests reflected in the curriculum and research concentration of the University. UL is a founding member and active participant in OhioLINK, a consortium of 86 colleges and university libraries in Ohio and the State Library of Ohio. The UL includes Bierce Library, the main library located at the heart of campus, and the recently renovated and expanded Science and Technology Library located in the Auburn Science Center. Additionally, UL includes two archival units: University Archives and the Archives of the History of American Psychology. UL offers a welcoming state-of-the art work environment.

This UL position supports the University's thriving academic programs in the performing arts. With more than 400 majors, the UA School of Music (http://www3.uakron.edu/music/Music_Welcome.html) is widely acknowledged as a regional leader in education and performance, and has been fully accredited by the National Association of Schools of Music since 1974. The School's extensive graduate and undergraduate offerings include performance, music education, theory and composition, jazz, voice, accompanying, music history and literature, and music technology.
In 2006 the UA School of Dance, Theatre, and Arts Administration (http://www3.uakron.edu/dtaa/) moved into the new Center for Dance and Theatre at Guzzetta Hall, a world-class facility. Named by Dance Spirit magazine as one of the 28 best programs in the country, the UA Dance Program offers traditional technical training combined with an academic program leading to a Bachelor of Fine Arts (BFA) degree or a Bachelor of Arts (BA) degree. The School's Modular Master Degree program in theatre is structured so that the program can be completed in intensive five-week sessions over the course of three summers. This program is particularly popular with teachers desiring to complete a graduate degree in theatre without having to take leave from their jobs. The School's graduate program in Arts Administration is one of approximately 25 programs across the country with a curriculum designed to prepare students for successful careers in the business of not-for-profit arts.

Principal Duties and Responsibilities:

Under the direction of the Head of Collection Management the person in this position provides professional service to the School of Music and the School of Dance, Theater, and Arts Administration. Serves as liaison to faculty in the development of the library resources to support the curricula of the schools, provides information fluency instruction by working with classroom faculty, maintains subject web pages, and creates tutorials, course web pages, and other materials for classroom use and study. This position serves as the major resource person for performing arts reference and research activities, provides direct reference service at the reference desk and through IM chat reference and email reference, and works with others on the organization, processing, and service of particular special subject collections, including archives of the Guitar Foundation of America and of Smith Publications. University Libraries has just received an NEH grant to digitize early publications from the Guitar Foundation of America Archives. This position represents the Library's interests in local and state forums for cooperative collection development.

Required Qualifications:

- MLS/MLIS from an ALA accredited school;
- degree in music;
- excellent oral and written communication skills;
- the ability to work well with others and to provide leadership within the diverse settings of a complex university organization;
- a strong service ethic and demonstrated appreciation for and effectiveness with a diverse student body;
- the ability to meet the University of Akron Libraries' criteria for promotion and tenure which include conducting research, teaching, participating on library and university committees, and serving in professional organizations;
- the ability to work creatively in a challenging, rapidly changing, and fast-paced environment;
- willingness to work weekday evening and weekend hours.

Preferred

- master's degree in related discipline;
**Qualifications:**

- previous experience providing reference service in an academic library setting;
- experience in integrated information literacy programs;
- coursework in or extensive knowledge of performing arts resources;
- knowledge of and ability to utilize a wide range of subject resources, print and electronic;
- familiarity with music and dance notation software;
- ability to work independently;
- experience directing or supervising the work of student assistant employees.

**Deadline:**

Review of applications will begin February 1, 2008 and will continue until the positions are filled.

**Salary and Benefits:**

All faculty positions are 12 month-tenure track appointments. Minimum salary: $40,000. Included is a generous standard benefits package with 22 days vacation and support for professional development. A collective bargaining agreement is in place, with faculty represented by the Akron-AAUP.

**Application:**

Applicants should supply a cover letter, full resume documenting education and relevant experience, and the names, addresses, and e-mail addresses of three professional references to:

Dean Cheryl Kern-Simirenko
Office of the Dean
University Libraries
Bierce Library
The University of Akron
Akron, OH 44325-1701.

Applications may be submitted electronically as attachments to e-mail: librarysearchcommittee@uakron.edu. Please put position name in subject line.

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**Position Title:** Assistant Convention Manager / Convention Manager

**Institution:** Music Library Association

**General Information:**

The Music Library Association is seeking an Assistant Convention Manager/Convention Manager. The position description, from the MLA Convention Manual, follows below.

The term of service will begin 1 July 2008. Subject to reappointment, the
successful applicant may serve for a total of four years. The first two will be served as Assistant Convention Manager and the third and fourth as Convention Manager.

From MLA Convention Manual
Appendix 6.1

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

Specific Duties:

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

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

**Qualifications:**

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

**Deadline:**

- December 15, 2007

**Benefits:**

- The CM and ACM receive support for expenses required to carry out the responsibilities of the position (travel, telephone, postage, etc.) and honoraria. Honoraria are determined annually by the Executive Board.

**Duration of Appointment:**

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

**Application:**

- Send letter of application, résumé, and names and contact information for three professional references via snail mail or email to:

  Anna Neal  
  Head, Music Library  
  115 Music Building  
  University of Memphis  
  Memphis, TN 38152  
  (abneal@memphis.edu)

  Recommendations for candidacy are welcome and should be sent to Anna Neal at the above mail or email address. Interviews will be held at the Annual Meeting in Rhode Island. Members of the Search Committee are: Catherine Dixon and Anna Neal, Co-Chairs; Stephen Henry; Dana Jaunzemis; and James Zychowicz.

### Position Title:

- Head, Allen Memorial Library

### Institution:

- University of Hartford

### Position Summary:

- Assumes responsibility for the overall administration of the Allen Memorial Library. Provides leadership and direction to all Allen Library departments and...
staff. In accordance with University and Library guidelines, establishes and authorizes policies and priorities for public and technical service areas.

<table>
<thead>
<tr>
<th>Key Responsibilities:</th>
<th>Provides management, guidance and evaluation to Allen Memorial Library staff. Formulates short-term and long-term strategic plans for growth and development. *</th>
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<tbody>
<tr>
<td></td>
<td>Represents the Allen Memorial Library to music vendors, librarians, faculty and donors both nationally and internationally. Communicates with internal administrators, schools, departments, faculty and students regarding reference services. *</td>
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<td></td>
<td>Develops, maintains and evaluates a multi-formated collection including databases, audio, video, music, books, journals, audio-visual and computer equipment to meet the accreditation requirements of University degree programs in music and the performing arts. Oversees preservation of the collection and upgrades to equipment and facilities.</td>
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<td></td>
<td>Represents the University Libraries by serving on University Libraries Council as well as several other committees, including but not limited to Collection Development, Hartt Undergraduate and Graduate Studies, Hartt Faculty Library and Hartt Technology Committee. *</td>
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<tr>
<td></td>
<td>Assumes responsibility for seeking and securing new donations for the Allen Memorial Library. Monitors existing endowed funds to ensure prudent budgetary management. *</td>
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<tr>
<td></td>
<td>Advises and participates in managing the Hartt Performance Library, and the Music Education Resource Library.</td>
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<td></td>
<td>Instructs Hartt School graduate students on Information Literacy. Educates the faculty and community about research and information resources.</td>
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<tr>
<td></td>
<td>Assumes responsibility for the management of the budget for the Allen Library. Develops accurate reports for the Director of University Libraries on all matters pertaining to the Allen Memorial Library and Performing Arts Libraries. Monitors use of the library’s collections and facilities. *</td>
</tr>
<tr>
<td></td>
<td>Attends conferences and meetings to keep current with the latest developments in the Library Science field. Anticipates new developments through active participation in professional activities locally and nationally, especially through the Music Library Association. Participates in relevant professional organizations to promote professional development.</td>
</tr>
<tr>
<td></td>
<td>Performs other related duties as assigned. * Indicates an &quot;essential&quot; job function.</td>
</tr>
</tbody>
</table>

| Qualifications: | Formal Education |
Master’s Degree of Library Science from an A.L.A accredited institution required. Master’s Degree in Music Strongly Preferred.

**Work Experience**
5 years to < 7 years.

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

**Working Conditions**
Normal office situation. Requires travel, including overnight stays.

**Physical Efforts**
Typically sitting at a desk or table. Light lifting or carrying 25 lbs or less. Intermittently sitting, standing, stooping. Requires good hearing.

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

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

**Salary and Benefits:**
**Pay Grade**
D - [Salary Ranges (pdf)]

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

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

hrd@hartford.edu
Fax: 860.768.4732

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

The University is an Equal Employment Opportunity (EEO) and Affirmative Action employer (AA), Male (M), Female (F), Disabled (D), Veteran (V).
**Position Title:** Music and Media Reference Librarian  
**Institution:** Tulane University  

**General Information:** The Howard-Tilton Memorial Library seeks a creative, dynamic librarian to serve as the Music and Media specialist within the Reference Services department. This librarian plays a key role in the library’s efforts to rebuild its world-class music collections, which were heavily damaged by Hurricane Katrina.

**ENVIRONMENT:** Tulane University is an AAU/Carnegie Research I institution with its main campus located in picturesque uptown New Orleans. The Howard-Tilton Memorial Library is the university's main library, which is an ARL research collection supporting programs in the humanities, social sciences, and the sciences. Recently, the library has been reorganizing, building its collections, and developing an architectural plan for expanded library facilities. During this period of dynamic change, the library seeks to build its professional staff by recruiting talented, energetic librarians interested in participating in the recovery of Tulane and New Orleans. (See: [http://library.tulane.edu](http://library.tulane.edu)).

**Responsibilities:** The Music and Media Reference Librarian is a creative professional who participates in recovery tasks, including the reintegration of restored music materials into our collections and the replacement of items unable to be restored. The librarian develops new music and media collections in both digital and print formats; acts as bibliographer and liaison to the Music Department; and works closely with a full-time Media Specialist who oversees the day-to-day running of the library’s Music & Media facility. He or she develops a dynamic vision for the library’s music and media collections, following national trends, current research, and the latest practices in the field. Reporting to the Director of Public Services, the Music and Media Reference Librarian shares reference duties with other librarians at a central Reference and Information Desk including some evening and weekend duty; and participates in the library’s instruction program.

**Requirements:** ALA accredited MLS; degree or significant background in music; knowledge of music literature as evidenced by course work or experience; 2 or more years experience in reference and instruction in an academic library; knowledge of trends in music and media librarianship including emerging digital audio formats; familiarity with copyright, licensing and preservation issues; potential for...
leadership in a collaborative setting; effective communication and teaching skills; enthusiasm for an innovative and changing environment.

Preferred: Advanced degree in music or musicology; collection development experience; demonstrated skill in library instruction.

Compensation: Salary is commensurate with qualifications and experience. Librarians are academic appointees. Librarians do not have tenure or faculty rank, but in other respects receive the benefits of faculty members.

Deadline: **REVIEW OF APPLICATIONS** will begin immediately, and continue until the position is filled.

Application: To apply, qualified candidates send a letter of application, c.v., and contact information for three professional references via email to Andrea Bacino, abacino@tulane.edu or mail to:

Andrea Bacino  
Tulane University  
Howard-Tilton Memorial Library  
7001 Freret St. 2nd floor  
New Orleans LA 70118  

Tulane University is an AA/EQ/ADA Employer

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Position Title: Coordinator of Media Technologies (#102795)  
Institution: University of Maryland  
General Information: Category: Exempt Staff, Full-time (12-month Appointment)  
Department: Nonprint Media Services, Hornbake Library  
Responsibilities: In a team environment, this position directs both the technical operations and technical staffing of a university library media center. Nonprint Media Services Library (NPMS) is the central audiovisual facility for the University of Maryland Libraries and the campus. The successful candidate will provide audiovisual technical support and assistance to the staff of NPMS, to internal and external customers of NPMS and to the UM Libraries as a whole.

This position is the primary AV engineer and consultant for facilities including multimedia classrooms, cable television and satellite downlink systems. This position will have responsibility for design, operation, installation, repair, testing, evaluation and monitoring of these systems, including equipment used to play and preserve programs on obsolete formats. The position supervises, directs and
interacts with a technical staff of multimedia and electronics technicians and student assistants. This position also provides technical support for the UM Libraries’ digital projects and audiovisual media preservation efforts. Success in this position will require close communication, cooperation and collaboration with the Libraries’ Information Technology Division and the Campus Office of Information Technology.

**Qualifications:**
High school diploma with additional training in related areas is required. A bachelor’s degree is desired, with InfoComm/ICIA CTS certification strongly preferred. 5 years of experience in a directly related field, including supervisory experience is required; prior work experience within an educational environment at a college or university preferred.

All candidates must have knowledge of analog and digital audio, video and cable television distribution, duplication and preservation equipment, systems and associated facilities.

**Deadline:**
January 18, 2008

**Salary:**
Commensurate with qualifications and experience; comprehensive benefits

**Application:**
Electronic applications preferred: For full consideration, send electronic application with position title and number in the subject line. Submit cover letter, resume, and names/telephone numbers of three professional references by January 18, 2008. Applications accepted until position is filled.

Send resume to:
lib-hremploy@umd.edu

or mail to

Library Human Resources
Room 6115
McKeldin Library
University of Maryland
College Park, MD 20742-7011.

Fax: 301-314-9960.


The University of Maryland is an Equal Opportunity Employer. Women and Minorities are encouraged to apply.
### Position Title: Assistant Librarian

### Institution: 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. With a new home in the heart of the vibrant performing arts district of San Francisco, the Conservatory’s eight-story, 76,000 square foot facility was completed one year ago at a cost of $80 million. It 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 400 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.sfcm.edu](http://www.sfcm.edu).

### Responsibilities:

This is a 12 month, full-time position with equal responsibility for technical services (music scores, books and audio-visual materials), as well as circulation. Performs original and advanced copy cataloging, including name, title and subject authority work. Supervises 2 part time staff, as well as 10-15 student workers. Responsible for the general oversight of circulation services, course reserves management, in-house bindery and processing, and interlibrary loan services. The Assistant Librarian reports to the Head Librarian.

### Qualifications:

**Minimum qualifications:** Master’s degree from an ALA accredited library & information science program. Previous original and copy cataloging experience with music materials requiring knowledge of MARC 21, AARC2, LCRI, LCSH and LC Classification. Strong background in cataloging of scores and recordings. Experience using OCLC Connexion and FirstSearch and an integrated library system. Supervisory experience of library staff and students. Ability to work well with a diverse community of faculty, staff, and students. Excellent written and oral communication skills. Demonstrated ability to work collaboratively and independently.

**Preferred qualifications:** Bachelor’s or Master’s degree in music. At least three years experience in music or other libraries, including one year as a full-time cataloger of music materials. Experience with Innovative Interfaces.
**Deadline:**
Open until filled. Review of applications will begin February of 2008.

**Salary and Benefits:**
Competitive. Commensurate with qualifications and experience.

**Application:**
Apply to the following URL: [http://sfcm.snaphire.com](http://sfcm.snaphire.com) or send a letter with a complete statement of qualifications, a full résumé and the names, addresses, and phone numbers of three references who can speak to your qualifications for this position. Please send applications to:

Karen Heather  
Human Resources Manager  
San Francisco Conservatory of Music  
50 Oak Street  
San Francisco, CA 94102  

[kjh@sfcm.edu](mailto:kjh@sfcm.edu)

T (415) 503-6237  
F (415) 503-6299

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**Position Title:** Head of American Music Collection (Specialist III)  
**Institution:** The New York Public Library for the Performing Arts/Music Research Division

**General Information:**
The Music Division of The New York Public Library is one of the world's preeminent music collections. Documenting the art of music in all its diversity - opera, spirituals, ragtime, jazz, musical theater, film, world, 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.

Particularly noteworthy is the American Music Collection. From the first edition of "The Star-Spangled Banner" to Native American songs to extensive manuscript collections of American composers, the Division has made the documentation of American classical and popular music a major priority. Collection efforts bring to the Division a copy of almost every piece of classical and popular music published in the United States each year.

**Job Description:**
Under the general direction of the Chief of the Music Division, oversees the Music Division’s American Music collection of music books, scores, archival and manuscript collections and digital media. Coordinates acquisitions of special
materials, such as archival collections, rare books and manuscripts. Assists and advises scholars, writers, performers, and researchers in the field who need specialized reference services and information. Maintains a presence for the American Music Collection through contact with appropriate organizations, publishers, and other professionals and keeps abreast of developments in the field. Works on collection development and maintains contact with donors and prospective donors. Prepares archival materials for processing and supervises the processing of those materials. Coordinates digital projects and writes grant proposals for specialized projects and supervises those projects once implemented. Assists in the planning of exhibits. Assists the public program coordinator in choosing American repertoire for performance and assists performers on those programs. Works at divisional public service desk providing reference and information service. Performs research and replies to reference letters.

**Job Requirements:**
Masters degree in related field, preferably in ethnomusicology or musicology. Knowledge of American music, both classical and vernacular. Successfully demonstrated experience working in a large music library. Successfully demonstrated computer and related technology skills. Good oral and written communication skills. Working knowledge of two foreign languages: German plus one additional modern language other than English. Specialized archival training and experience with digital projects preferred.

**Application:**
To apply, please email cover letter and resume to: lsresumes@nypl.org.

Refer to job code: LM-S3M in the subject line. Only candidates selected for further consideration will be contacted. E/O/E.
advisory, collection development for a rich music collection, and staying abreast of the community’s vibrant musical interests.

**Qualifications:**
Applicants must have a Master’s degree in library science from an accredited institution. Outstanding customer service skills are essential. Willingness and ability to work in any of our 4 library locations as well as in Children’s or Young Adult departments is required. Strong search and computer skills are required.

**Deadline:**
December 28, 2007

**Salary and Benefits:**
Annual salary of $39,992 for a 40-hour work week including nights and weekends, plus excellent fringe benefits including health, dental and long term disability insurances.

**Application:**
To be considered you must submit a job application, your resume and 2 letters of recommendation to:

Laurie Marotta  
Human Resources Coordinator  
Cleveland Heights-University Heights Public Library  
2345 Lee Road  
Cleveland Heights, OH 44118  
Imarotta@heightslibrary.org

Job applications are available online at www.heightslibrary.org under Jobs at the Library.

EEO/Drug Free Workplace Employer