### JANUARY

<table>
<thead>
<tr>
<th>Position</th>
<th>Employer</th>
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<tbody>
<tr>
<td>Head Orchestra Librarian</td>
<td>Qatar Foundation</td>
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<tr>
<td>Assistant Orchestra Librarian</td>
<td>Qatar Foundation</td>
</tr>
<tr>
<td>Head of Allen Memorial Library</td>
<td>University of Hartford</td>
</tr>
<tr>
<td>Archives and Special Collections Librarian</td>
<td>University of South Dakota</td>
</tr>
<tr>
<td>Music, Fine &amp; Performing Arts Collections Coordinator</td>
<td>University of Alabama</td>
</tr>
<tr>
<td>Assistant Treasurer/Executive Secretary</td>
<td>Music Library Association</td>
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### FEBRUARY

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<thead>
<tr>
<th>Position</th>
<th>Employer</th>
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<tbody>
<tr>
<td>Performing Arts Librarian</td>
<td>Reed College</td>
</tr>
<tr>
<td>Head Catalog Librarian</td>
<td>Manhattan School of Music</td>
</tr>
<tr>
<td>Archivist</td>
<td>Rock and Roll Hall of Fame and Museum</td>
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### MARCH

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Music/Performing Arts Librarian</td>
<td>Rutgers University</td>
</tr>
<tr>
<td>Development Officer</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>Music Cataloger/Performing Arts Librarian</td>
<td>University of North Carolina at Greensboro</td>
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### APRIL

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Archivist</td>
<td>Fred Gretsch Enterprises Limited</td>
</tr>
<tr>
<td>Catalog Librarian</td>
<td>The Curtis Institute of Music</td>
</tr>
<tr>
<td>TMC Copland Library, Chief Librarian (Seasonal)</td>
<td>Boston Symphony Orchestra's Tanglewood Music Center</td>
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### MAY

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Manager of Operations and Publications</td>
<td>Retrospective Index to Music Periodicals (1800-1950)</td>
</tr>
<tr>
<td>Archivist and Digital Librarian, Center for Black Music Research</td>
<td>Columbia College Chicago</td>
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### JUNE

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<thead>
<tr>
<th>Position</th>
<th>Employer</th>
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<tbody>
<tr>
<td>Assistant Director for Public Services</td>
<td>Mannes College The New School for Music</td>
</tr>
<tr>
<td>Research Archivist, Oral History of American Music (OHAM)</td>
<td>Yale University</td>
</tr>
<tr>
<td>Supervisory Librarian</td>
<td>Library of Congress, Library Services (Collections and Services, Music Division,</td>
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<tr>
<td>JULY</td>
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<tr>
<td><strong>Part-time Cataloger</strong></td>
<td>The Juilliard School</td>
</tr>
<tr>
<td><strong>Editor of the Music Library Association’s Newsletter</strong></td>
<td>Music Library Association</td>
</tr>
<tr>
<td><strong>Systems and Digital Collections Librarian</strong></td>
<td>Rock and Roll Hall of Fame and Museum</td>
</tr>
<tr>
<td><strong>Assistant Music Librarian / Coordinator of Access Services</strong></td>
<td>Interlochen Center for the Arts</td>
</tr>
<tr>
<td><strong>Term Music Reference Librarian</strong></td>
<td>Vanderbilt University</td>
</tr>
<tr>
<td><strong>Librarian (Cataloger)</strong></td>
<td>Library of Congress</td>
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<tr>
<td><strong>Part-time Archives Assistant</strong></td>
<td>The Juilliard School</td>
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<thead>
<tr>
<th>AUGUST</th>
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<tbody>
<tr>
<td><strong>Music &amp; Dramatic Arts Librarian</strong></td>
<td>The University of Connecticut</td>
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<tr>
<td><strong>Music Cataloging Librarian</strong></td>
<td>Old Dominion University</td>
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<tr>
<td><strong>Project Archivist</strong></td>
<td>Louis Armstrong House Museum</td>
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<td></td>
<td>Queens College, CUNY</td>
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<tr>
<td><strong>Head, Libraries</strong></td>
<td>Qatar Music Academy, Qatar Foundation</td>
</tr>
<tr>
<td><strong>Outreach Librarian</strong></td>
<td>Berklee College of Music</td>
</tr>
<tr>
<td><strong>Editor of Notes: Quarterly Journal of the Music Library Association</strong></td>
<td>Music Library Association</td>
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<tr>
<td><strong>Music/Multimedia Librarian</strong></td>
<td>Arkansas Tech University</td>
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<tr>
<th>SEPTEMBER</th>
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<tbody>
<tr>
<td><strong>Performing Arts Librarian</strong></td>
<td>The American Musical and Dramatic Academy</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>University of Miami</td>
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<tr>
<th>OCTOBER</th>
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<tbody>
<tr>
<td><strong>Visiting Media Preservation Coordinator</strong></td>
<td>University of Illinois at Urbana-Champaign</td>
</tr>
<tr>
<td><strong>Director of the Performing Arts Library</strong></td>
<td>Roosevelt University</td>
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<thead>
<tr>
<th>NOVEMBER</th>
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<tbody>
<tr>
<td><strong>Grateful Dead Archivist</strong></td>
<td>University of California, Santa Cruz</td>
</tr>
<tr>
<td><strong>Head of the Performing Arts Library</strong></td>
<td>Kent State University</td>
</tr>
<tr>
<td>Position Title</td>
<td>Institution</td>
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<tr>
<td>Reference Instruction Librarian</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Assistant Convention Manager</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>Cataloger / Reference Librarian</td>
<td>University at Buffalo</td>
</tr>
<tr>
<td>Part-Time Music Librarian</td>
<td>Occidental College</td>
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**DECEMBER**

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<thead>
<tr>
<th>Position Title</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Music and Languages Librarian</td>
<td>Haverford College</td>
</tr>
<tr>
<td>Project Archivist, Historical Sound Recordings</td>
<td>Yale University</td>
</tr>
<tr>
<td>Ensemble Library Internship</td>
<td>Interlochen Center for the Arts</td>
</tr>
<tr>
<td>Assistant Web Editor</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>Music Reference Internship</td>
<td>Interlochen Center for the Arts</td>
</tr>
<tr>
<td>Assistant Archivist</td>
<td>Rock and Roll Hall of Fame and Museum</td>
</tr>
<tr>
<td>Catalog and Metadata Librarian</td>
<td>Rock and Roll Hall of Fame and Museum</td>
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**Position Title:** Head Orchestra Librarian  
**Institution:** Qatar Foundation  
**Location:** Qatar  
**General Information:** The Head Orchestra Librarian is responsible for providing, organizing, and marking all of the music needed for performances, and for maintaining the orchestra's library of parts and scores.

**Operating Environment, Framework & Boundaries:**

1. The successful candidate will work in an environment where boundaries are not yet established. Subsequently, the individual will be responsible for establishing a system of processes and procedures for the department that are capable of aligning the operational business plan to the organization’s vision and mission.

2. Must be comfortable able to work in multi-cultural environment with a diverse workforce.

**Communications and Working Relationships:**

Internal

1. Senior Orchestra Management: Managing Director, Manager of Artistic
Planning, Manager of Stage Production, and Manager of Orchestra Operations.

2. Orchestra Operations Staff: Assistant Librarian and Orchestra Personnel Manager

3. Production Department Staff: Assistant Stage Manager and Stage Hands.


5. Artistic and Academic leaders: Conductors, Music Directors, and Dean.

6. Artistic staff: Musicians and guest artists.

External

1. International music publishers
2. Recording and broadcast engineers along with related crew.

Problem Solving and Complexity:

1. Create compilations of standard audition orchestra excerpts for each instrument.
2. Ability to locate parts and scores for out of print music.
3. Ability to interpret traditional and new music markings.
4. Ability to learn and incorporate Arabic Music notation and instrumentation into respective Western Classical Music best practices.

Decision Making Authority & Responsibility:

5. Recruit, select, supervise, and dismiss Assistant Orchestra Librarian.
6. Ensure copyright and licensing provisions are properly enforced for all services and recording sessions.
7. Take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records in accordance with established QF policies.
8. Enforce part marking deadlines from conductors and orchestra musicians per terms of the musician’s work contract.

Responsibilities: Music Procurement

1. Arrange for the purchase or rental of materials to meet program needs for the orchestra.
2. Check all incoming and outgoing performance materials for condition and completeness.
3. Ensure prompt return of rented or borrowed materials and adherence to copyright laws.
Music Preparation

1. Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
2. Work with conductors and soloists to prepare music according to their specific requirements.
3. Secure bowings and other markings from conductors, string principals, and wind and percussion players as needed.
4. Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
5. 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.
6. Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts.
7. Assemble and arrange music in orchestra folders.

Concert/Rehearsal Duties

1. For assigned 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.
2. Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs related to printed music.
3. 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

1. Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
2. Catalogue and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security.
3. Track all items borrowed from the library, i.e., individual parts, scores, reference materials; ensure their timely return.

Administrative

1. Provide program listings, instrumentation requirements, and other information to staff on request; proofread program book.
2. Prepare timing sheets for concerts.
4. Prepare annual library budget.
5. Review and process all payments for music and supplies.
6. Report to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) all music performed on all concert series; pay annual fees as required.
7. During budgeting process, provide projected expense figures for planned repertoire.

Other

1. Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.
2. Report music lost or damaged to the Manager, Orchestra Operations.
3. Prepare music for all auditions.
4. Assist artistic staff in obtaining needed scores and preparing music to be performed.

Education, Skills, and Experience:

Education

1. A Bachelor’s degree in music from a globally accredited university or related work experience in peer organizations.

Skills

1. Computer proficiency including Microsoft Office and database applications.
2. Strong interpersonal and verbal communication skills essential along with concise writing proficiency in a multi-cultural environment.
3. Highly organized and able to handle multiple tasks simultaneously; attention to detail; ability to work quickly and efficiently under pressure and meet deadlines.
4. Must be able to read music and be well-versed in areas of Orchestration, Music History, Musicology and Music Theory.

Experience

1. Significant experience as an orchestra librarian preferred; or relevant combination of education and/or training and experience.

Application:

Please send CV and cover letter to:

Hanan Faraj Alla
Sr. Recruitment Supervisor
Position Title: Assistant Orchestra Librarian
Institution: Qatar Foundation
Location: Qatar

General Information: The Assistant Orchestra Librarian is responsible for assisting the Head Music Librarian in providing, organizing, and marking all of the music needed for performances, and for maintaining the orchestra's library of parts and scores.

Responsibilities:

Primary Responsibilities:

1. Prepare music for performance: includes editing and bowing of string parts, making designated cuts and/or inserts, adding rehearsal and/or measure numbers as necessary, making repairs and correcting page turns when called for, photocopying practice parts and scores.
2. Assembling music into folders for check-out by symphony musicians (and striking folders after performances).
3. Procure music through rental or purchase (and return rental material).
4. Research available music using publisher catalogues and online resources.
5. Distribute and collect music prior to and concluding rehearsals and performances.
7. Adhere to all rules and regulations set forth in musician’s work contract.
8. Maintain library calendar/schedule.
9. Stamp, number and catalogue all newly purchased music.
10. Provide ASCAP and BMI with program information on a regular basis.

Operating Environment, Framework & Boundaries:

1. The successful candidate will work in an environment where boundaries are not yet established. Subsequently, the individual will be responsible for establishing a system of processes and procedures for the department that are capable of aligning the operational business plan to the organization’s vision and mission.
2. Must be comfortable able to work in multi-cultural environment with a diverse workforce.

Communications and Working Relationships:

Internal

1. Senior Orchestra Management: Managing Director, Manager of Artistic
Planning, Manager of Stage Production, and Manager of Orchestra Operations.

2. Orchestra Operations Staff: Head Music Librarian and Personnel Manager.

3. Production Department Staff: Assistant Stage Manager, Stage Hands.


5. Artistic and Academic leaders: Conductors, Music Directors, and Dean.

6. Artistic staff: Musicians and guest artists.

External

1. International music publishers
2. Recording and broadcast engineers along with related crew.

**Problem Solving & Complexity:**

1. Create compilations of standard audition orchestra excerpts for each instrument.
2. Ability to locate parts and scores for out of print music.
3. Ability to interpret traditional and new music markings.
4. Ability to learn and incorporate Arabic Music notation and instrumentation into respective Western Classical Music best practices.

**Decision Making Authority & Responsibility:**

1. Ensure copyright and licensing provisions are properly enforced for all services and recording sessions.
2. Enforce part marking deadlines from conductors and orchestra musicians per terms of the musician’s work contract.
3. Take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records in accordance with established QF policies.

**Education, Skills, and Experience:**

**Education**

1. A Bachelor’s degree in music from a globally accredited university or related work experience in peer organizations.

**Skills**

1. Computer proficiency including Microsoft Office and database applications.
2. Strong interpersonal and verbal communication skills essential along with concise writing proficiency in a multi-cultural environment.
3. Highly organized and able to handle multiple tasks simultaneously; attention to detail; ability to work quickly and efficiently under pressure and meet deadlines.
4. Must be able to read music and be well-versed in areas of Orchestration, Music History, Musicology and Music Theory.
5. Working knowledge of OPAS and Finale are desirable.

Experience

1. A minimum of one year preferred; or relevant combination of education and/or training and experience.

Application:

Please send CV and cover letter to:

Hanan Faraj Alla
Sr. Recruitment Supervisor
recruitment@qf.org.qa

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Position Title: Head of Allen Memorial Library
Institution: University of Hartford
Location: West Hartford, Connecticut
General Information: The University of Hartford announces an opening for the Head of Allen Memorial Library.

Responsibilities: The Head of Allen Memorial Library assumes responsibility for the administration of the Allen Memorial Library, providing leadership and direction to all departments and staff. The Head of Allen Library, in accordance with University and Library guidelines and in conjunction with the Head of Reference and Public Services and Head of Technical Services, establishes and authorizes policies and priorities for public and technical service areas.

This is a regular full-time exempt position. The essential responsibilities of the Head of Allen Library position are as follows:

- Provides management and guidance to Allen Memorial Library staff, and evaluates performance. Works in conjunction with both Head of Reference and Public Services and Head of Technical Services to establish policies and priorities for the University Libraries System. Formulates both short-term and long-term strategic plans for growth and development.
- Represents the Allen Memorial Library both nationally and internationally in dealing with music vendors, librarians, faculty and donors. Communicates with internal administrators, schools, departments, faculty and students in matters concerning reference services.
- Represents the Allen Library on the University Libraries Council and the
Collection Development Committee. Also represents University Libraries on other committees, including but not limited to Hartt Undergraduate Studies Committee, Hartt Graduate Studies Committee, Hartt Library Committee, and Hartt Technology Committee.

- 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. Monitors use of the library’s collections and facilities. Advises the Director of University Libraries and the Office of Institutional Advancement on the solicitation and disposition of monetary gifts.

Other responsibilities include:

- Provides advanced bibliographic instruction to graduate students. Employs formal and informal methods to provide basic bibliographic instruction to undergraduate students, and appropriate level instruction to faculty and staff.
- Assists library patrons in their research using print, online and audiovisual resources in music and dance. Develops, maintains and evaluates a multi-formatted 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
- 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.
- Performs other related duties as assigned.

**Qualifications:**
Master’s Degree of Library Science from an A.L.A accredited institution required. Bachelors or advanced degree in Music is required with a Master’s Degree in Music strongly preferred. Minimum of 3 years professional experience.

**Benefits:**
The University of Hartford provides a comprehensive benefits package including, but not limited to: Medical, Dental and Life Insurance, 403(b) Defined Contribution Retirement and Tax-Deferred Annuity Plans, and Tuition Remission. Please visit the website at [www.hartford.edu/hrd/benefits](http://www.hartford.edu/hrd/benefits) for complete details.

**Deadline:**
March 6, 2009 (Applications will continue to be reviewed until position is filled.)

**Application:**
Interested applicants should provide a cover letter, resume and the names and contact information for three professional references and salary requirements
by March 6, 2009 in order to guarantee consideration. Please send materials to:

University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117
Attention: Human Resources Development / Head of Allen Library Search

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.

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Position Title: Archives and Special Collections Librarian
Institution: University Of South Dakota
Location: Vermillion, South Dakota

General Information: The University of South Dakota (USD) seeks an experienced and innovative archivist to lead all aspects of the Archives and Special Collections Department in the I.D. Weeks & Lommen Health Sciences Libraries. USD is a research institution with quality standards in research and publication. Faculty librarians excel in librarianship, conduct library-related research, publish, and engage in service to the profession. The archivist librarian is responsible for planning; collection development; donor relations; processing, organization, records management, maintenance, and preservation of collections; reference; instruction; and outreach.

Responsibilities: Specific responsibilities include:

- Partnering with faculty to integrate scholarly and primary information sources (including USD’s unique materials) into teaching, learning, and research
- Promoting USD archives and special collections to all potential audiences
- Participating actively in campus, state, and regional digitization, digital library, and institutional repository projects
- Guiding campus digitization initiatives, including establishing standards, workflows, and policies for such projects
- Collaborating and partnering on local, regional, and national levels to address issues and challenges facing archives and special collections
- Establishing, promoting, and sustaining an institutional records program
- Serving as liaison to one or more academic departments
- Providing reference and research assistance using all communication means (desk, phone, email, letter, IM, consultations)
- Participating in instructional and information literacy services, including teaching classes and designing web-based, instructional materials
- Preparing successful grant proposals and administering grants
- Advising on, designing, and mounting physical and virtual exhibits and events
- Serving on relevant library and campus committees

Reports directly to the Dean of USD Libraries.

Supervises 1.85 library staff.

**Minimum Qualifications:**
Master’s degree in Library Science from an ALA accredited program (earned by hire date), including significant coursework in archives and/or special collections management; academic background in music, history, and/or another discipline in the humanities; reading knowledge of one or more languages in addition to English; experience in an academic library, museum, or archives, including processing archival collections and preparing finding aids; demonstrated knowledge of archival theory and practice; public service orientation and expertise, including experience providing reference and instruction; aptitude and interest in mastering emerging technologies; ability to work independently, collaboratively, and effectively with faculty, students, staff, donors, and the public; ability to guide the work of others; excellent oral and written communication skills; demonstrated ability to meet university standards in research, publication, and professional service commensurate with tenure requirements.

**Desirable Qualifications:**
Advanced degree in music or history; experience writing and supporting grants; experience creating, maintaining, or administering digital library projects; knowledge of national and international standards and best practices in the arrangement and description of primary source materials (DACS, EAD, MARC21, etc.); experience creating online finding aids, exhibits, guides, metadata, and EAD mark-up; supervisory experience; and a record of scholarly publication.

**Salary:**
$55,000 or higher depending on experience.

**Deadline:**
Review of applications will begin February 15, 2009, and continue until position is filed.

**Application:**
Apply on-line at [www.yourfuture.sdbor.edu](http://www.yourfuture.sdbor.edu) by submitting a curriculum vita, statement addressing required qualifications, and complete contact information of at least 3 professional references.

**Affirmative Action Statement:**
The University of South...
Position Title: Music, Fine & Performing Arts Collections Coordinator

Institution: University of Alabama

Location: Tuscaloosa, Alabama


Responsibilities: The University of Alabama seeks qualified applicants for the position of Music, Fine & Performing Arts Collections Coordinator. Reporting to the Associate Dean for Collections, the Music, Fine & Performing Arts Collections Coordinator is responsible for: evaluating, assessing and developing scholarly resources in all formats in music, fine and performing arts; instructing students and faculty in the use of print and electronic resources; providing reference service and in-depth research assistance in assigned subject areas; collaborating with library staff to provide access to relevant collections; collaborating with other Collections Coordinators and serving as a liaison to appropriate departments and programs. The Music, Fine & Performing Arts Collections Coordinator also is responsible for the operations and services of the Music Library.

Required Qualifications: MLS/MLIS from an ALA-accredited program or equivalent; minimum two years post MLS library experience; second Master’s or Ph.D. in appropriate discipline; knowledge of and experience with music, fine and/or performing arts collections; experience with all aspects of collection management, including selection for remote storage; supervisory experience; ability to work both independently and in cooperation with colleagues and library users in a service oriented, team based environment; excellent written and oral communication skills, outstanding interpersonal skills; initiative and flexibility; ability to meet University requirements for promotion and tenure.

Preferred Qualifications: Experience in library instruction and virtual delivery of services. Demonstrated knowledge of and experience with digital humanities initiatives.
Salary and Benefits: 12-month tenure track appointment. Rank and salary commensurate with qualifications and experience. Strong benefits including professional development support and tuition fee waiver. Substantial moving allowance may be available.

Deadline: Open until filled. Applications received by January 31, 2009 are assured of receiving full consideration.

Application: Go to http://jobs.ua.edu to apply for this posting. When applying, include complete contact info for references along with cover letter and vita.

THE UNIVERSITY OF ALABAMA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
operations); electronic mail and computer access and literacy. Experience with Microsoft Access, Microsoft Excel, and QuickBooks (or other standard bookkeeping/accounting software) is preferred. Membership in MLA is required. The Assistant Treasurer/Executive Secretary receives an honorarium and support for expenses necessary to carry out the responsibilities of the position (travel, telephone, postage, supplies, etc.).

**Term:**
Initial appointment is one year with reappointment for up to a total of four years. The Assistant Treasurer/Executive Secretary (Assistant T/Ex) assumes the position of Treasurer/Executive Secretary (T/Ex) during the second year of service; the former T/Ex assumes the supporting role of Assistant T/Ex. In the third year of service the T/Ex trains a new Assistant T/EX appointed by the Board. In the fourth and final year, the incumbent steps back down into the supporting role of Assistant T/Ex and the new T/Ex assumes office. Appointments and reappointments are made by the Board of the Association at the Annual Meeting.

**Deadline:**
March 1, 2010. Interviews will take place at the MLA Annual Conference in San Diego, March 20-23.

**Application:**
Please send a letter of application and resume with a list of three professional references as e-mail attachments to the Chair of the Search Committee (David Gilbert): dgilbert@library.ucla.edu

Recommendations for candidacy are most welcome. Members of the Search Committee are David Gilbert, chair, Michael Rogan, Treasurer/Executive Secretary, and Pat Wall, A-R/MLA Business Office.

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**Position Title:** Performing Arts Librarian  
**Institution:** Reed College  
**Location:** Portland, Oregon  
**General Information:** A full-time, regular position, reporting to the College Librarian.  
**Responsibilities:** Plans, implements and manages performing arts collections for instructional and research use in dance, music, and theatre. Coordinates selection, purchasing, processing and licensing of material in all formats. Participates in library reference (including some night and weekend shifts), instruction, and academic department liaison activities. Contributes to the creation, maintenance and evaluation of web content and services. We seek energetic candidates who welcome the chance to support library services in an intensely academic community.  
**Qualifications:** Minimum qualifications include the MLS or equivalent from an ALA-accredited library school and three years of professional library experience. Substantial...
knowledge of music repertory and bibliography, and a strong interest in liberal arts education are required. Supervisory experience, and knowledge of information technologies in the performing arts would be desirable.

Starting salary is $48,500.

March 16, 2009

Send letter of application, resume, and names and addresses of three references to Victoria Hanawalt, College Librarian, Reed College, 3203 SE Woodstock Blvd., Portland, OR 97202 by March 16, 2009. An Equal Opportunity Employer, Reed College values diversity and encourages applications from underrepresented groups.

Position Title: Head Catalog Librarian
Institution: Manhattan School of Music
Location: New York, New York
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, which opened in 2004, possesses more than 120,000 items and is run by a highly congenial staff of four professional librarians, three 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 and 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 and Benefits:**
- Competitive salary;
- Individual health coverage;
- TIAA/CREF retirement plan;
- Excellent vacation benefits.

**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@msmny.edu. The Manhattan School of Music is an AA/EOE/ADA employer.

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**Position Title:** Archivist

**Institution:** Rock and Roll Hall of Fame and Museum

**Location:** Cleveland, Ohio

**General Information:** The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Archivist. The Archivist reports to the Director of Library and Archives and is responsible for assisting in the planning and implementation of the activities of the Library and Archives of the Museum, including selection, arrangement, description, preservation, reference, and outreach.

**Responsibilities:**

1. Assists in furthering the mission of the Rock and Roll Hall of Fame Library and Archives.
2. Implements the established policies and procedures of the Library and Archives.
   - Carries out day-to-day archival practices, policies and procedures and the work of others regarding arrangement, description, preservation and reference.
   - Assists the Director with consulting with the Library and Archives staff to determine departmental needs.
   - Assists the Director with developing the Library and Archives budget.
3. Assists the Director with collection of original historical documents and reference material according to the collection policy.
   - Selects and appraises archival materials offered to the Library and
Archives in conjunction with the collections policy.

4. Supervises the activities of certain archival staff and student employees.
   - Interacts with potential donors to the Library and Archives.
   - Assists the Director in writing and updating job descriptions.
   - Conducts job performance reviews and communicates them to staff and to the Director.
   - Provides training and recommends professional development opportunities to staff.

5. Represents the Library and Archives both in and outside the institution.
   - Monitors, analyzes, evaluates, and communicates staffing, space, equipment, and fiscal needs of the Library and Archives.
   - Serves as a resource person and advocates for topics relating to or affecting the Library and Archives including problems affecting the unit.
   - Represents the Library and Archives at relevant professional forums. Attends local, national, and international professional meetings when appropriate, establishes and maintains liaison with other institutions.
   - Represents the Library and Archives to the general public and to the scholarly community at large.
   - May research and write lectures and publishable works on rock and roll history, music, or the business of rock and roll for both the general public and the scholarly community as appropriate.
   - Interacts with appropriate vendors.

6. Works with Museum staff to assemble exhibits for the public areas of the rock and roll Library and Archives as needed.

7. Travels off-site and/or out of state when required.

8. Duties include but may not be limited to the above.

**Job Requirements and Qualifications:**

- Master’s degree in library science, archival studies or related field. Additional degree in music or related discipline preferred.
- A minimum of 5 (five) years processing archival materials in an academic or research library setting.
- Strong background in archival appraisal, arrangement, description, preservation and reference service.
- Experience working with various physical formats including paper, sound recordings, video materials, and photographs.
- Working knowledge of current metadata and descriptive standards, including DACS, EAD and MARC 21.
- Supervisory experience is preferred.
- Knowledge of rock and roll and its related music genres is highly desirable.
- Ability to successfully pass a Rock and Roll Hall of Fame and Museum reference check, background investigation and drug screening.
- Computer literate in standard office management software, including Microsoft Office applications.
### Position Title:
Music/Performing Arts Librarian

### Institution:
Rutgers University

### Location:
New Brunswick, New Jersey

#### General Information:
The Rutgers University Libraries, comprising libraries on three major campuses in Camden, Newark, and New Brunswick/Piscataway, operate as a unified system with coordinated public and technical services and collection development. Library holdings include nearly 3.6 million monographs; over 78,000 current serial and database subscriptions; prominent digital projects, including the RUCore, the Rutgers Community Repository. The libraries have 300 staff and a budget of $21 million. The successful candidate will be based at the Douglass Library which houses the Blanche and Irving Laurie Music Library, the Sharon A. Fordham Multimedia Laboratory, and the Margery Somers Foster Center. The Music Library's substantial collections foster research and performance in a broad array of disciplines and genres. For more information, please check the RUL website: [http://www.libraries.rutgers.edu](http://www.libraries.rutgers.edu).

### Responsibilities:
Rutgers University Libraries seek an experienced, creative, and energetic librarian to support the research and educational needs of the music and performance arts communities on the New Brunswick/Piscataway Campus. The librarian will have

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### Work Schedule:
Ability to work at least 40 hours per week; any shift as assigned, including evenings, weekends and holidays. Ability to work additional hours as workload demands. Hours are primarily 8:30 am – 5:30 pm Monday through Friday.

### Application:
For consideration, send resume and cover letter detailing your qualifications along with salary history to:
Rock and Roll Hall of Fame and Museum
1100 Rock and Roll Boulevard
Cleveland, OH 44114-1022
Attn: Human Resources – Archivist

or email [hr@rockhall.org](mailto:hr@rockhall.org)

or fax to: (216) 515-1998.

The Rock and Roll Hall of Fame and Museum is an equal opportunity employer and Drug Free Workplace.

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### Position Title:
Music/Performing Arts Librarian

### Institution:
Rutgers University

### Location:
New Brunswick, New Jersey

#### General Information:
The Rutgers University Libraries, comprising libraries on three major campuses in Camden, Newark, and New Brunswick/Piscataway, operate as a unified system with coordinated public and technical services and collection development. Library holdings include nearly 3.6 million monographs; over 78,000 current serial and database subscriptions; prominent digital projects, including the RUCore, the Rutgers Community Repository. The libraries have 300 staff and a budget of $21 million. The successful candidate will be based at the Douglass Library which houses the Blanche and Irving Laurie Music Library, the Sharon A. Fordham Multimedia Laboratory, and the Margery Somers Foster Center. The Music Library’s substantial collections foster research and performance in a broad array of disciplines and genres. For more information, please check the RUL website: [http://www.libraries.rutgers.edu](http://www.libraries.rutgers.edu).

### Responsibilities:
Rutgers University Libraries seek an experienced, creative, and energetic librarian to support the research and educational needs of the music and performance arts communities on the New Brunswick/Piscataway Campus. The librarian will have

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### Work Schedule:
Ability to get along with other people.

### Work Schedule:
Ability to work at least 40 hours per week; any shift as assigned, including evenings, weekends and holidays. Ability to work additional hours as workload demands. Hours are primarily 8:30 am – 5:30 pm Monday through Friday.

### Application:
For consideration, send resume and cover letter detailing your qualifications along with salary history to:
Rock and Roll Hall of Fame and Museum
1100 Rock and Roll Boulevard
Cleveland, OH 44114-1022
Attn: Human Resources – Archivist

or email [hr@rockhall.org](mailto:hr@rockhall.org)

or fax to: (216) 515-1998.

The Rock and Roll Hall of Fame and Museum is an equal opportunity employer and Drug Free Workplace.
**Qualifications:**

ALA accredited MLS or its equivalent and a minimum of three to five years library experience, including collection development and public services related to music, theater, or dance, is required. An advanced degree in music, theater or dance, and proficiency in at least one western European language is required. A commitment to working closely with faculty and students within performing arts, especially theater and dance, is required. At least one year of experience and demonstrated knowledge of the application of technology, including audio/text/imaging, and proven familiarity with metadata standards are required. Must possess excellent communication and interpersonal skills and the ability to work independently and collegially in a team-oriented environment as shown through past achievements and/or references.

**Salary:**

Salary and rank will be commensurate with qualifications and experience.

**Status/Benefits:**

Faculty status, calendar year appointment, retirement plans, health/life insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

**Deadline:**

Priority will be given to applications received before April 20, 2009.

**Application:**

REVIEW OF APPLICATIONS WILL BEGIN IMMEDIATELY AND CONTINUE UNTIL THE POSITION IS FILLED. SUBMIT RESUME, COVER LETTER, AND NAMES OF THREE REFERENCES TO:

**Sandra Troy (APP. 184)**
University Libraries Human Resources Manager
Rutgers University Libraries
169 College Avenue
New Brunswick, NJ 08901-1163

email: rulhr@rci.rutgers.edu

FAX: 732-932-7637
Rutgers, the State University of New Jersey, is an equal-opportunity, affirmative-action employer. The Libraries are strongly and actively committed to diversity, and seek candidates who will contribute creatively to the University’s multicultural environment.

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

**Responsibilities:** Duties and responsibilities include:

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

**Qualifications / Requirements:** The position requires a dynamic, well organized and detail-oriented individual with at least five years of experience as a music librarian; administrative experience and extensive knowledge of development/fund-raising principles; familiarity with the Music Library Association and other professional organizations. Membership in MLA is required. The Development Officer receives an honorarium of $3,000 per year and support for expenses necessary to carry out the responsibilities of the position (telephone, postage, supplies, etc.)

**Term:** The duration of appointment is one year, beginning 1 July 2009, with reappointment possible for a total of four years. The Board reviews the performance of the Development Officer annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed in May 2009, and will work closely with the Board of Directors and the Development Committee until the term of appointment begins, including attending part or all of the MLA Board meeting in Madison, Wisconsin, June 3-5, 2009.

**Deadline:** April 10, 2009. Final interviews to take place via conference call in April.

**Application:** Letter of application, current resume, and contact information for 3 references should be sent to Pamela Bristah, pbristah@wellesley.edu or by US mail to
Position Title: Music Cataloger/Performing Arts Librarian
Institution: University of North Carolina at Greensboro
Location: Greensboro, North Carolina

General Information:
Dept: University Libraries
Position Number: 3190

The University Libraries:
The University Libraries support the learning and research missions of the University through its print and electronic resources, reference and instructional services, and other outreach programs. With a budget of $9 million, the collections include 1.2 million book volumes, more than 47,000 electronic and print journal subscriptions, over 500 electronic databases, and 640,000 federal government documents.

The University:
Founded in 1891, The University of North Carolina at Greensboro (UNCG) is a public, coeducational, doctoral-granting, residential university and is one of sixteen institutions in The University of North Carolina System. UNCG’s picturesque campus includes 30 academic buildings and 24 residence halls on 210 acres. Current enrollment totals approximately 17,500 students including 3,700 graduate students.

The Community:
Greensboro is a beautiful, thriving, and civic-minded city with a population of 241,000. The city has its own Symphony Orchestra, Community Theater, Opera Company, Civic Ballet, and many outstanding public and private recreation areas and facilities. Greensboro is located in the Piedmont Triad (population 1.4 million), an area of great natural beauty, diverse industry, cultural arts, and mild temperatures. North Carolina’s mountains are an easy two-hour drive from Greensboro and the beaches of North and South Carolina are three to four hours...
Responsibilities:

The University Libraries seek a creative and client-centered Music Cataloger/Performing Arts Librarian to join the Cataloging Department composed of six librarians and nine support staff. The person in this position reports to the Head of the Cataloging Department. The Music Cataloger/Performing Arts Librarian also works closely with the Head, Music Library and two staff members in the Music Library. In addition to cataloging materials housed in the Music Library, this position will assist in providing reference service and information literacy programs in the area of music, theatre and dance. In 2010, a newly created School of Music, Theatre and Dance will be established and this position will play an important part in planning and providing of library services for it.

Responsibilities:

- Performs cataloging, subject analysis, classification and authority work for materials (monographs, scores, and recordings and other formats as needed) housed in the Music Library.
- Provides basic reference service and library instruction in music, theatre, and dance.
- Serves as liaison to one or more academic departments in the School of Music, Theatre and Dance, including collection development responsibilities.
- Aids in the describing, organizing and planning to digitize music, dance and theatre materials located in Special Collections.
- Works closely with other technical services staff as well as staff in the Music Library and faculty in the School of Music, Theatre and Dance.

Qualifications:

- ALA-accredited MLS degree
- Undergraduate or advanced degree in music
- Ability to communicate clearly, knowledgeably, and personably, orally and in writing
- Knowledge of AACR2, LCSH, music cataloging decisions, LC classification, and MARC formats for music and experience using OCLC
- Ability to demonstrate flexibility and initiative in response to change
- Reading ability in one or more European languages
- Ability to work collaboratively in a culturally diverse university environment
- Demonstrated professional achievement, service, and scholarly activity for merit evaluation and tenure

Preferred Qualifications:

- One year of experience in cataloging in an academic or music/performing arts environment
- Demonstrated interest in performing arts, especially theatre or dance
Knowledge of current trends in metadata standards including non-MARC
Experience with providing reference service, library instruction or collection management
Course work or experience with organizing collections for digitization or digital projects

Salary and Benefits:
The University Libraries offers a competitive salary. Librarians have tenure track faculty status. Benefits include: 24 days vacation, 12 days sick leave; medical insurance, and state, TIAA/CREF, or other retirement options. Tuition waiver program is available for all campuses of The University of North Carolina.

More benefits information is available at: http://web.uncg.edu/hrs/Benefits/Benefits_Summary/

Deadline:
Preference will be given to those applications received before April 10 and will continue until the position is filled.

Application:
Please send a cover letter, curriculum vitae, and the names and contact information of three references to: r_stineh@uncg.edu

Or by mail:
Ms. Rachel Stinehelfer
PO Box 26170
Greensboro, NC 27402-6170

The University of North Carolina at Greensboro is an Equal Opportunity/Affirmative Action employer.

EEO/AA

Effective Date:
Expected starting date is July 1, 2009.

Position Title: Archivist
Institution: Fred Gretsch Enterprises Limited
Location: Savannah, Georgia
Status: Part Time or Full Time
The Gretsch Company is an internationally know brand of musical instruments in its 126th year. We are looking for a top-notch Archivist to help us with our growth.

**Responsibilities:**
The primary task of the archivist is to establish and maintain control, both physical and intellectual, over records of enduring value. The archivist then arranges and describes the records, in accordance with accepted Gretsch standards and practices and ensures the long-term preservation of collections. The archivist will have administrative responsibilities and needs to understand and apply the principles of sound management to their work.

The Archivist is concerned with records deemed important enough to be retained for an extended period. The archivist identifies, preserves, and makes the records accessible for use.

**Qualifications:**

**Relevant Work Experience:**
5 Years

**Education Level:**
Bachelor’s Degree

**We’re looking for a person with:**
Basic archival theory, methods, and/or practice of appraisal, arrangement, description, preservation, reference services, and outreach. Also beneficial are records management, aspects of library and information science, management, and historical and research methods. We are looking for a motivated, energetic person with strong interpersonal skills to join our company. As with any small company, this is a hands-on position required in running a successful operation.

**You’ll need:**
An undergraduate degree or equivalent along with your demonstrated skills in archival coursework.

**Benefits:**
Our comprehensive benefit package includes among other things a 401(K), a generous profit sharing program, & opportunity for advancement.

**Application:**
To be considered for this position please email your resume in a word format to hr@gretsch.com. Please use "Archivist" in the subject line when applying for this position.

For more information about our company please visit us at www.gretsch.com

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**Position Title:** Catalog Librarian

**Institution:** The Curtis Institute of Music
<table>
<thead>
<tr>
<th><strong>Location:</strong></th>
<th>Philadelphia, Pennsylvania</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Information:</strong></td>
<td>The Curtis library serves a borrowing population of 165 students and 75 faculty with a collection of 50,000 scores, 7,000 books, 25,000 recordings, scholarly editions for 100 composers, and more than 1,400 orchestra sets. Library staff numbers 5.5 FTE including 4 professionals. More information about the Institute is available on the World Wide Web at <a href="http://www.curtis.edu">www.curtis.edu</a>. As an equal opportunity employer, the policy of The Curtis Institute of Music is to employ applicants strictly on the basis of an individual’s qualifications. Selections are made without regard to race, creed, color, religious beliefs, gender, marital status, national origin, age, disability, veteran status or any other legally protected basis. An applicant who needs a reasonable accommodation for any aspect of the application process should notify Patricia Lombardo, Human Resources &amp; Benefits Coordinator.</td>
</tr>
<tr>
<td><strong>Major Responsibilities:</strong></td>
<td>Catalog music scores and books on music using OCLC and standard cataloging and classification tools such as AACR2, LC classification schedule M, LC Subject Headings, and MARC formats. Help maintain online system (Innovative Millennium installed 2002) and local authorities; participate in NACO music program. Administer electronic resources. Position reports to the Head Librarian.</td>
</tr>
<tr>
<td><strong>Qualifications:</strong></td>
<td>REQUIRED: ALA-accredited MLS/MLIS degree; master's degree in music, preferably in performance; at least 3 years' experience in music cataloging using integrated systems, thorough familiarity with print and online music reference resources; working knowledge of German and at least one Romance language; excellent interpersonal and oral and written communications skills.</td>
</tr>
<tr>
<td><strong>Employment Conditions:</strong></td>
<td>12-month, full-time appointment. Salary commensurate with qualifications and experience, not less than $43,000. Benefits include but are not limited to 20 days vacation, sick leave, holidays, health insurance (employer paid for employee only), TIAA-CREF retirement plan. Benefits are prorated with start date. Benefits begin on the first of the month after date of hire with the exception of the retirement plan which has a one year of service eligibility requirement.</td>
</tr>
<tr>
<td><strong>Position Availability:</strong></td>
<td>August 1, 2009. Screening of applications to begin immediately and continue until the position is filled.</td>
</tr>
<tr>
<td><strong>Application:</strong></td>
<td>Mail or e-mail (preferred): (1) letter of application, (2) current curriculum vitae, and (3) names and addresses of at least two individuals who know the candidate professionally, to: Elizabeth Walker Head Librarian The Curtis Institute of Music 1726 Locust Street</td>
</tr>
</tbody>
</table>
**Position Title:** TMC Copland Library, Chief Librarian (Seasonal)

**Institution:** Boston Symphony Orchestra’s Tanglewood Music Center

**Location:** Lenox, Massachusetts

**General Information:**
This position oversees and maintains the Copland Chamber Music Library on the Tanglewood Grounds. The Copland library is the main source of materials for chamber music, study materials, and all music resource books and recordings available on campus. Students and faculty of the Tanglewood Music Center and the Boston University Tanglewood Institute have use of the Copland Library. It is one of 3 music libraries on the Tanglewood Grounds, along with the Tanglewood Music Center (TMC) Orchestra Library at Ozawa Hall and the Boston Symphony Orchestra (BSO) Library in the Shed.

This position reports to the BSO Principal Librarian and the TMC Coordinator

The dates of the position are June 10, 2009-August 22, 2009. The hours are Monday-Friday 9:00 a.m. – 5:00 p.m., with additional evening and weekend hours required.

**Primary Responsibilities:**
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. The Copland Chief Librarian is also 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; assist the BSO Principal Librarian or the TMC Orchestra Librarian upon request. The Chief Librarian must also supervise a Copland Library Assistant Librarian.

**Requirements:**
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 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. Applicant must have a car and a valid driver’s license.

**Compensation:** $10 per hour (overtime eligible), Housing is provided

**Effective Date:** June 10th - August 22nd

**Application Date:** Immediately until filled

**Application:** To apply, send a cover letter and resume to jobs@bso.org. Be sure to reference the Copland Library, Chief Librarian position

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**Position Title:** Manager of Operations and Publications

**Institution:** Retrospective Index to Music Periodicals (1800-1950)

**Location:** Baltimore, Maryland

**General Information:** A project at the intersection of technology and the arts and humanities, RIPM is an international annotated bibliography of writings on musical history and culture, found in music periodicals published in twenty countries between approximately 1800 and 1950. Treating primary source material, RIPM provides access to the content of complete runs of journals, including articles, reviews, news columns, miscellaneous items, surveys of the press, bibliographies, iconography and advertising. Ten printed volumes and approximately 20,000 annotated records are published annually. RIPM functions under the auspices of the International Musicological Society, and the International Association of Music Libraries, Archives, and Documentation Centres. To date, RIPM has produced 239 volumes and a database containing approximately 550,000 annotated records. The RIPM Online Archive of Music Periodicals—the full-text compliment to the Index—will be released in May 2009.

**The Position:** We are seeking a computer-savvy, methodical, and detail-oriented person-- who works well in a group environment--to manage RIPM’s publication cycle, to process and organize data, and to oversee day-to-day operations at the RIPM International Center in Baltimore, Maryland. The position requires strong computer skills, with significant Microsoft Office experience, knowledge and familiarity with databases and data structure, and excellent organizational ability. Experience with grant writing and editing is an asset. Knowledge of music history, and reading ability of one foreign language is desirable, though not required. This is an important position within the RIPM organization. The possibilities for growth are excellent.

**Qualifications:** A Master’s degree in technology-oriented librarianship, or, in a field within the
humanities, or a Bachelor’s degree within the humanities and at least two years pertinent work experience.

**Salary and Benefits:**
Commensurate with experience.

**Deadline:**
When position is filled. Applications will be examined as they arrive. Applications will be accepted until 15 June.

**Application:**
Send C.V. and cover letter by email to info@ripm.org. Please submit two letters of reference. These may be included with the application or may be sent directly by their authors. Place “Search Committee” in the subject heading.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Archivist and Digital Librarian, Center for Black Music Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Columbia College Chicago</td>
</tr>
<tr>
<td>Location:</td>
<td>Chicago, Illinois</td>
</tr>
<tr>
<td>General Information:</td>
<td>Columbia College Chicago is an urban institution of over 12,500 undergraduate and graduate students, emphasizing arts, media, and communications in a liberal education setting.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>This position is responsible for arranging and describing archival collections and providing finding aids in EAD that can be mounted on the Center for Black Music Research’s web page. Additional responsibilities include managing the CBMR's online database, which provides bibliographic access to scores and ephemera in the CBMR Library's collections; participating in planning for digital preservation; working with the digital services librarians at the Columbia College Library and the CBMR webmaster to make CBMR Library resources available online, as well as serving as the CBMR's liaison to the Columbia College Library in the area of online digital services; providing reference service to researchers on a regular basis, as assigned; assisting with exhibitions, presentations to Columbia College classes, CBMR projects and grant proposals as required.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td>A Master's degree in library/information science from an ALA-accredited graduate program with a specialization in archives is required. Must possess training in EAD and appropriate computer markup languages. Ability to read music required. Coursework in music librarianship and music history is highly desirable. A familiarity with archival standards, including DACS and EAD is essential with knowledge of principles and standards of digital preservation.</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. For consideration, please submit a resume and a cover letter to:</td>
</tr>
</tbody>
</table>
Position Title: Assistant Director for Public Services
Institution: Mannes College The New School for Music
Location: New York, New York

Responsibilities:
- Supervise circulation staff
- Oversee reference service to students and faculty of Mannes College The New School for Music
- Create and offer bibliographic instruction classes that will familiarize library users with print and electronic research resources
- Provide one-on-one bibliographic instruction, as needed
- Work collaboratively with teaching faculty to instruct students in appropriate research methodologies
- Manage collection development: select and recommend material for purchase including scores, CDs, DVDs, and books appropriate to a conservatory library
- Participate in Library working groups
- Perform cataloging in all formats for music materials as needed
- Other duties as required

Qualifications:
- ALA-accredited MLS
- Degree in music
- Knowledge of classical music literature and music reference sources
- Minimum 3 years’ experience in a conservatory or academic music library
- Supervisory skills and experience
- Strong interpersonal, oral, and written communication skills
- Ability to work collaboratively in a team environment
- Advanced degree in music, preferred
- Working knowledge of AACR2, LC Subject Headings, LC Classification, MARC formats, LC Rule Interpretations and Music Cataloging Decisions, preferred
- Working knowledge of one or more foreign languages, preferred

Benefits: In addition to a dynamic and progressive work environment, The New School offers a competitive benefits package, including medical and dental insurance, retirement
plans, flexible spending accounts and a tuition waiver. We encourage a healthy work/life balance and offer employee assistance services, health and well-being programs and over four weeks of vacation time per year.

**Application:**

Apply with us and discover the rewards and opportunities in working for a world-class, urban university.

Interested candidates must apply online at: [https://careers.newschool.edu/applicants/Central?quickFind=51798](https://careers.newschool.edu/applicants/Central?quickFind=51798)

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**Position Title:** Research Archivist, Oral History of American Music (OHAM)

**Institution:** Yale University

**Location:** New Haven, Connecticut

**General Information:**

The University and the Library

One of the world's leading research libraries, Yale University Library is a full partner in teaching, research, and learning at Yale and is visited by scholars from around the world. A distinctive strength is its rich spectrum of resources, including approximately thirteen million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in twenty-two buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the new Bass Library, it employs a dynamic and diverse staff of nearly six-hundred who offer innovative and flexible services to library readers. To learn more about Yale University Library and its collections and services, visit [http://www.library.yale.edu/](http://www.library.yale.edu/).

**General Purpose**

Under the direction of the Director and Associate Director of Oral History of American Music (OHAM), the Research Archivist shares responsibility for the day-to-day operation of OHAM and the supervision of its staff, with particular focus on providing public services and access to the collections.

Oral History of American Music (OHAM), recently incorporated into the Yale University Library, is the preeminent ongoing oral history project in the field of American music. In operation for almost forty years, the archive is recognized for collecting and preserving recorded memoirs in the voices of those who make our music history. Major composers of the 20th century are represented, among them Aaron Copland, Virgil Thomson, Roger Sessions, Elliott Carter, William Schuman, Ned Rorem, John Cage, George Perle, and Lou Harrison. Interviews with many younger composers are included and are updated periodically. OHAM makes its holdings widely available to the scholarly community by providing onsite research, reference services, publications, and public programming. The result is that
numerous books, articles, and television and radio documentaries have been derived from materials in the OHAM collections.

Responsibilities:
Provides high-level reference assistance to the OHAM collection, both to researchers in person, and through e-mail, telephone, and regular mail. Implements priority projects for OHAM, including the creation of original item-level and collection-level cataloging of OHAM’s collections of recorded interviews, the transcription of OHAM interviews and editing new transcriptions, and archival processing of new materials into the OHAM collections, with the writing of new finding aids as appropriate. Serves as a full participant in OHAM’s planning activities, including innovation in areas of access, digital collections, and reference/public services. May also take part in planning exhibits and public programs, and may help with collection development. Works collaboratively with staff in the Music Library, the Historical Sound Recordings Collection, and other special collections repositories in the Yale University Library. Expected to be active professionally both within and outside the Yale University Library community. May be required to assist with disaster recovery efforts. May be assigned to work at the West Campus of Yale University located in West Haven, CT.

Qualifications:
Master’s degree from an ALA-accredited program for library and information science and/or Master’s degree in music. Demonstrated evidence of planning ability, leadership, sound judgment, and the ability to develop proposals for improving OHAM’s services and procedures. Demonstrated ability to work effectively and collaboratively with researchers, faculty, staff, and students in a complex and changing environment. Excellent interpersonal and communication skills. Strong service orientation. Demonstrated supervisory skills. Preferred: Familiarity with standard archival procedures; familiarity with MARC and Voyager. Appointment to the rank of Librarian 2 requires two years of relevant professional experience and demonstrated professional accomplishments appropriate to the rank.

Appointment Details:
Librarian 1-2

Work Schedule:
Part Time, 20 hours per week, Monday - Friday, between the hours of 8:30-5:00. Afternoons preferred; some flexibility during standard work week.

Fixed Duration Position:
1 Year from Date of Hire with possible continuation.

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

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

Application:
Applications consisting of a cover letter, resume, and the names of three references
should be sent by creating an account and applying online at [http://www.yale.edu/hronline/stars/application/](http://www.yale.edu/hronline/stars/application/).

Please be sure to include **Source Code: #7526BR**.

**Background Check Requirements**

All external candidates for employment will be subject to pre-employment screening. All offers are contingent on successful completion of a background check.

Yale University is an affirmative action/equal opportunity employer. Yale values diversity in its faculty, staff, and students and strongly encourages applications from women and members of underrepresented minority groups.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Supervisory Librarian</th>
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</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Library of Congress, Library Services (Collections and Services, Music Division, Reader Services Section)</td>
</tr>
<tr>
<td>Location:</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>General Information:</td>
<td>This position is located in the Readers Services Section, Music Division, Collections and Services, Library Services.</td>
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<tr>
<td></td>
<td>The position description number for this position is 12852.</td>
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<tr>
<td></td>
<td>The incumbent of this position will work a flexitime work schedule. Duties will require occasional weekend hours.</td>
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<tr>
<td></td>
<td>The Supervisory Librarian 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.</td>
</tr>
<tr>
<td>SERIES &amp; GRADE:</td>
<td>GS-1410-14/14</td>
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<tr>
<td>PROMOTION POTENTIAL:</td>
<td>14</td>
</tr>
<tr>
<td>POSITION INFORMATION:</td>
<td>Full Time Permanent - No time limit</td>
</tr>
<tr>
<td>Duties:</td>
<td>Provides administrative oversight and supervision necessary for accomplishing the work of the unit.</td>
</tr>
</tbody>
</table>
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 on-line 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:
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 integrated 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 and Benefits: $102,721.00 - $133,543.00

RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THE PERSON(S) SELECTED UNDER THIS VACANCY ANNOUNCEMENT.

Deadline: Jun 22, 2009

Application: Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for Library Of Congress applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. To obtain information about this position and TO APPLY, please click on http://www.avuecentral.com/vacancy.html?ref=RXIYT.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATE OF ELIGIBILITY WHEN APPLYING FOR THIS POSITION. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-6362 (VOICE OR TTY) OR EMAIL spp@loc.gov.

Position Title: Part-time Cataloger

Institution: The Juilliard School

Location: New York, New York

General Information: The Juilliard School seeks a part-time cataloger (25 hours per week).

The Juilliard School’s Lila Acheson Wallace Library is a comprehensive resource for the School’s performance and research needs. The collection includes more than 70,000 music performance and study scores, including scholarly editions of composers’ collected works and other historical editions; 22,000 books on music, dance, drama, and general academic subjects; 25,000 sound recordings (LPs,
Juilliard's library is the proud home of the **Juilliard Manuscript Collection** — one of the world's greatest collections of autograph manuscripts, composer sketches, engraver proofs, and first editions. Complementing this extraordinary resource is the **Peter Jay Sharp Special Collections**, which includes numerous rare printed editions, manuscripts, manuscript facsimiles, and archival collections.

**Responsibilities:**
Reporting to the Vice President for Library and Information Resources, and working closely with 4 other full-time catalogers/reference librarians, the part-time cataloger will perform original and copy cataloging of scores, books, and selected media materials; assist with catalog maintenance activities; and, revise work of other catalogers as part of peer revision process.

**Minimum Requirements:**
- ALA-accredited M.L.S. degree.
- Bachelor’s degree in music.
- Experience with original and copy cataloging on OCLC; knowledge of AACR2 international cataloging principles and practices, Library of Congress Subject Headings, and other relevant tools.
- Foreign language facility, especially bibliographic knowledge of German, French and Italian.
- Excellent oral and written communication skills, as well as the ability to function efficiently within a busy and demanding work environment.
- Knowledge of music reference sources.
- Strong commitment to library service.

**Preferred Background:**
- Extensive experience with music library cataloging and technical services.

**Application:**
The Juilliard School has an ongoing commitment to the principles and practices of diversity and inclusiveness throughout the community and strongly encourages applications from candidates who would enhance the diversity of the School's administration.

Please send cover letter with resume and names of three references to: jobs@juilliard.edu
the opportunity to observe the editorial process and collaborate with the present editor on the November–December issue. The Newsletter is currently published four times per year (March–April, May–June, September–October, and November–December). Preparation for an issue typically begins three months prior to its publication, with the majority of the editor’s work taking place in the two weeks prior to sending to A-R Editions for publication.

**Responsibilities:**
Using the recommendations from the Newsletter Task Force, the editor will work with the President and Board to chart a new direction for the Newsletter. The Task Force suggested several changes to the content and creation of the Newsletter, including, but not limited to, separating editorial work from production work, establishing regular columns for contributed content, creating an annual index of the Newsletter, creating other avenues of distribution such as RSS feeds for Newsletter content, and considering what content might be presented in other MLA venues (for example, via MLA-L or the MLA web site). However, these changes are not expected to be implemented until the new Editor has been in place for at least one year. The new editor will require vision to develop the newsletter in new directions to meet current needs and interests of music libraries and librarians; should be comfortable with change, technology, and taking initiative.

**Qualifications:**
Prospective editors must have demonstrated editorial experience, excellent communication skills, and the ability to meet firm deadlines. The editor is currently responsible for all facets of the MLA Newsletter’s production and distribution. This includes setting a budget, gathering and editing news and articles, and working with the graphic designer.

Must have access to electronic mail and be familiar with major word processing programs. Additionally, familiarity with Dreamweaver (or other HTML design software), a photo editing program (simple resizing and cropping), and Adobe Acrobat (not the reader, but the program) is helpful. Currently, the MLA Newsletter is published as a Portable Document Format (PDF) file on the Music Library Association’s web site. The editor also serves as a member of the MLA Publications Committee and edits all MLA annual reports for publication. The decision of whether to maintain both the PDF and HTML versions of the Newsletter will be one of the decisions the new editor will make in consultation with the Board in the first year.

**Honorarium:**
The MLA Newsletter editor receives support for expenses necessary to carry out the responsibilities of the position and an honorarium of $1,500.00 (FY2009/10). The customary duration of the position is four years.

**Deadline:**
Applications are due by 12 August 2009.

**Application:**
Applications should include the candidate’s qualifications and relevant experience, samples of writing or editing if any, and the names of three references. Applicants should respond to the Taskforce’s Report and recommendations in their application cover letter.
Selected candidates will be asked to interview via telephone with the MLA Newsletter Editor Search Committee, Kirstin Dougan, chair (dougan@illinois.edu); Linda Solow Blotner (blotner@hartford.edu), Michelle Hahn (mhahn@smu.edu), Paula Elliot (plalliot@gmail.com), and Gerry Szymanski (gzymanski@esm.rochester.edu).

Please address applications or nominations via email only to: dougan@illinois.edu (MS Word or PDF attachments preferred).

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### Systems and Digital Collections Librarian

### Rock and Roll Hall of Fame and Museum

### Cleveland, Ohio

#### Job No. 0906

The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Systems and Digital Collections Librarian. The Systems and Digital Collections Librarian reports to the Director of Library and Archives and is responsible for supporting Library and Archives technology resources, including specialized library applications, software, and hardware. The Systems and Digital Collections Librarian also evaluates, recommends, and implements methodologies, standards, and software for the digitization of Library and Archives materials.

### Responsibilities:

1. Supports Library and Archives technology resources.
   - Provides support for specialized library applications, such as integrated library systems, archival management software, digital asset management systems, content management systems, and other Library and Archives database applications.
   - Assists in the planning, implementation, and ongoing administration of these systems and other information resources.
   - Integrates databases (i.e., SQL, MYSQL, etc.) and schemas using a variety of scripting languages.
   - Provides technical systems-related training to Library and Archives staff.

2. Evaluates, recommends, implements, and provides support for the integration of new technologies in the delivery of information.
   - Provides advice and expertise on emerging technological trends and developments in research libraries and archives.
   - Develops, implements, and evaluates use of Web 2.0 tools (including
blogs, wikis, and RSS) for the Library and Archives.

3. Maintains the servers and workstations within the Library and Archives.
   - Manages and updates hardware and software.
   - Maintains, troubleshoots, and repairs networking issues.
   - Performs system upgrades, new installations, and backups.

4. In conjunction with the Catalog and Metadata Librarian, monitors and supports adherence to associated national and international standards for content description, metadata, and exchange, including but not limited to AACR2, DACS, Dublin Core, EAD, MARC21, MARCXML, METS, MODS, PREMIS, and VRA.

5. Evaluates, recommends, and implements software solutions, methodologies, and in-house process standards for the creation and preservation of the Library and Archives’ digital collections, including text, images, sound recordings, and moving image materials.
   - Remains current on issues and trends in the creation and preservation of digital collections, digitization processes, and digital library technology.
   - Assists in the coordination of workflow for the digitization of archival materials.
   - Works with Library and Archives staff in the identification of materials to be transferred to digital media.

6. Serves as the webmaster for the Library and Archives.
   - Monitors, updates, and makes recommendations to improve the design, layout, and content of the Library and Archives web site.
   - Performs regular updates and maintenance of the Library and Archives web site.
   - Integrates secure and/or anonymous database-system access points into the Library and Archives web site, as required for users and staff.

7. Represents the Library and Archives both in and outside the institution.
   - Serves as the liaison between the Library and Archives and the Museum’s Information Technology staff.
   - Serves as the primary contact with software vendors.
   - Represents the Library and Archives at relevant local and national professional meetings.

8. Assists in writing grant proposals to fund technology-related special projects.

9. May participate in providing reference service to Library and Archives users.

Duties include but may not be limited to the above.
### Job Requirements and Qualifications:

- Master’s degree in library science, information studies, or related degree.
- A minimum of two (2) years providing support for information technology in a library or archives.
- Experience working with integrated library systems, archival collection management systems, digital asset management systems, and/or content management systems.
- Experience working on a digitization project.
- Experience providing reference service in a library or archives environment is preferred.
- Experience with web design is preferred.
- Working knowledge of all aspects of library and information science, including acquisitions, cataloging, archival description, reference, instruction, and electronic resources.
- Knowledge of current trends in digitization and the long-term management and preservation of digital objects.
- Knowledge of library- and archives-related metadata standards and schema.
- Knowledge of Ethernet networks, servers, printers, and other peripherals.
- Knowledge of Windows XP/Vista client configuration and support in a Windows networking environment.
- Familiarity with Web 2.0 technologies, including blogs, wikis, and RSS.
- Knowledge of the history of rock and roll and related music genres preferred.
- Outstanding team orientation, flexibility, and ability to work both independently and collaboratively.
- Outstanding verbal and written communication skills, organizational skills and interpersonal skills.
- Detail oriented with ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently.
- Ability to successfully pass a Rock and Roll Hall of Fame and Museum reference check, background investigation and drug screening.

### Work Schedule:

Ability to work up to 40 hours per week; any shift as assigned, including evenings, weekends and holidays. Ability to work additional hours as workload demands. Hours are primarily 8:30 am – 5:30 pm Monday through Friday.

### Application:

For consideration, send resume and cover letter detailing your qualifications along with salary history to:

Rock and Roll Hall of Fame and Museum  
1100 Rock and Roll Boulevard  
Cleveland, OH 44114-1022  
Attn: Human Resources – Systems and Digital Collections Librarian - 0906
The Rock and Roll Hall of Fame and Museum is an equal opportunity employer and Drug Free Workplace.

**Position Title:** Assistant Music Librarian / Coordinator of Access Services  
**Institution:** Interlochen Center for the Arts  
**Location:** Interlochen, Michigan  

**General Information:** Interlochen Center for the Arts, the nation’s premiere arts community combining arts education, public broadcasting and presentation, seeks a Music Librarian / Coordinator of Access Services, a rare opportunity for a music librarian to provide service in 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 on the Interlochen campus. The music library serves two world renowned programs, the Interlochen Arts Camp and the Interlochen Arts Academy. The library’s collection includes extensive holdings in band, orchestral, choral, chamber music, jazz, scores, and recordings.

Interlochen is located in one of the most beautiful natural environments in the Midwest and the region offers an exceptional quality of life.

**Responsibilities:** Primary responsibilities include cataloging and classification in specialized music formats, original and copy cataloging, authority control, and management of the Music Library portion of our Sirsi-Dynix catalog. Coordination of score-binding and circulation management responsibilities. Some reference desk hours required. Position reports to the Head of the Fennell Music Library. Some night and weekend duties will be required.

**Qualifications:** ALA-accredited MLS with a strong music background. Familiarity with AACR2, OCLC, MARC formats, Dewey and automated library systems desired. Experience with Sirsi-Dynix Unicorn a plus. Excellent communication skills with a desire to serve and educate young adults in a team environment a must.

**Salary and Benefits:** This position is a year-round, non-seasonal appointment with a competitive salary and benefits.

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


Or email hr@rockhall.org or fax to: (216) 515-1998.
**Application:** Those wishing to apply should submit a letter of introduction, in confidence, expressing why this position interests you, along with a current resume, graduate school transcript, and a listing of references in MSWord doc. or PDF form to: employment@interlochen.org, subject: Music Library.

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<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Term Music Reference Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>Vanderbilt University</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Nashville, Tennessee</td>
</tr>
</tbody>
</table>

**General Information:** Vanderbilt University consists of ten schools and colleges with an enrollment of over 11,000. The university is served by The Jean and Alexander Heard Library, which has a collection of over 3 million volumes and a staff of 210. The Anne Potter Wilson Music Library is located in the 136,000 sq. ft. Blair School of Music and has a staff of 5 (including 3 music librarians). The Blair School has an undergraduate enrollment of 200 music majors and extensive pre-college music program. The Music Library supports the research and curriculum needs of the Blair School, as well as providing access to musical knowledge and materials for the wider Vanderbilt community. For more information on the Anne Potter Wilson Music Library or the Blair School of Music consult the web pages at [http://www.library.vanderbilt.edu/music](http://www.library.vanderbilt.edu/music) and [http://www.vanderbilt.edu/blair/](http://www.vanderbilt.edu/blair/). Vanderbilt University is located in Nashville, Tennessee, a major business and education center in the mid-South with a population of over one million in the metropolitan area.

**Responsibilities:** Vanderbilt University is seeking a music reference librarian to work part-time (20 hours per week) in the Wilson Music Library from August 2009 – January 2010. Reporting to the Director of the Anne Potter Wilson Music Library, the Term Music Reference Librarian:

- staffs the reference and circulation service points;
- answers reference inquiries (in person, email, phone, etc.);
- updates and converts Music Library subject guides to LibGuides;
- helps patrons to identify and locate library materials and resources using both print and electronic resources;
- teaches the general use of the Music Library's resources and technology as appropriate;
- provides orientations, tours, and instruction sessions to music and other courses as needed

**Required Qualifications:** Undergraduate degree in music; enrollment in a graduate program accredited by the American Library Association; experience in answering music reference inquiries and a strong commitment to user-centered services; strong communication and...
interpersonal skills; ability to communicate effectively with co-workers

Preferred Qualifications: Graduate degree from a program accredited by the American Library Association; experience teaching library instruction and/or other teaching experience; experience in an academic music library environment; working knowledge of German and French; working knowledge of a wide variety of information technology applications and proficiency in the use of general and music-specific print and electronic reference resources

Compensation: $20.00 per hour for 20 hours per week, commensurate with experience. Benefits are those that accrue to part-time staff of the University and include retirement plan options and paid vacation, sick leave, and holidays.

Deadline: Review of applications will begin no later than July 31, 2009 and continue until the position is filled.

Application: Qualified individuals should complete the Vanderbilt University application form at www.vanderbilt.jobs. Refer to requisition number SC13886.

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

Position Title: Librarian (Cataloger)
Institution: Library of Congress
Location: Culpeper, Virginia

General Information: The Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 130 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 8 million items online at its award-winning Web site. Located on Capitol Hill in Washington, D.C., the Library is also the home of the U.S. Copyright Office, the Congressional Research Service, and the Law Library of Congress and is leading the worldwide effort to preserve digital material through the National Digital Information Infrastructure and Preservation Program.

Duties: The Motion Picture, Broadcasting and Recorded Sound Division is responsible for the acquisition, processing, preservation, duplication and reference servicing of the moving image and audio collections of the Library. These collections consist of motion pictures, magnetic tape (audio and video); disc, wire, cylinder recordings; and associated catalogs, indices, scripts, contracts, agreements and logs pertaining to or describing the collections. The Division maintains fully equipped laboratories to handle the recording, preservation, and duplication of these materials.

Performs original and copy cataloging for a variety of recorded sound materials, using
a wide variety of references, specific standards, and several automated bibliographic systems. May also perform copy cataloging as needed and performs cataloging and related tasks to assist in meeting production goals and objectives including inventory control and data entry into various databases.

Analyzes audio materials to determine their relationship to the existing collections, for proper main entry, and the need for added entries. Examines the item and any information accompanying the item, recording certain significant features of the work. Provides succinct but detailed summaries of contents and/or scope notes for sound recordings. Determines subject content and assigns subject headings to the catalog entry. Establishes new personal and corporate names and uniform titles, with appropriate cross-references for inclusion in the name authority file. Revises bibliographic records and authority records. As assigned by the processing unit head, is responsible for writing memos, establishing new practices, creating guidelines or describing more fully the procedures of cataloging as new questions, problems, or complications arise. Assists in the training of entry level catalogers, technicians, temporary staff, and interns. Answers as assigned, queries directed to the Motion Picture, Broadcasting and Recorded Sound Division concerning entries chosen, form of entries, description of materials, etc.

**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 Cataloging Rules, Procedures and Practices. **

Knowledge of recorded sound history and formats. **

Ability to research, analyze and evaluate data.

Ability to communicate in writing.

Ability to communicate effectively other than in writing.

**SALARY RANGE: 60,989.00 - 79,280.00 USD /year**

**SERIES & GRADE: GS-1410-11/11**

**POSITION INFORMATION: Full Time Permanent - No time limit**

This position is located in Library Services, Collections and Services, Motion Pictures, Broadcasting and Recorded Sound Division, Recorded Sound Section, Processing Unit.

The duty station of this position is located in the Library of Congress Packard Campus
Number of Vacancies: 1

The Position Description number for this vacancy is 12757.

The position is posted at the GS-11 level and has a promotion potential to the GS-13 level.

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 KSAs 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 applicants for selection.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a full-time appointment.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATE OF ELIGIBILITY WHEN APPLYING FOR THIS POSITION. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-6362 (VOICE OR TTY) OR EMAIL spp@loc.gov.

RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THE PERSON(S) SELECTED UNDER THIS VACANCY ANNOUNCEMENT.

Deadline: OPEN PERIOD: Monday, June 29, 2009 to Thursday, July 30, 2009
Application:

HOW TO APPLY:
To be considered for this vacancy, applicants may apply online at www.loc.gov or submit a completed applicant job kit. Online applicants must complete all mandatory sections of the online application form. In order to use the online application system, applicants must use a computer that is equipped with either Netscape 4.7 or Internet Explorer 5.0, or higher. Attempting to complete the online application with an incompatible browser could result in the inability to submit a complete application. Job kit applicants must submit a completed application using the job kit scannable form AND an OF-612 or a Federal Style 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.

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.

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY.

Position Title: Part-time Archives Assistant
Institution: The Juilliard School
Location: New York, New York
General Information: The Juilliard School seeks a part-time archives assistant (25 hours per week); position begins September 1, 2009.

The Juilliard School Archives is the official repository for the administrative records and historical documents of the School. As such, it contains the documents of the
School's predecessor institutions, the Institute of Musical Art and the Juilliard Graduate School, as well as several small collections of personal papers relating to former School administrators and faculty members.

**Responsibilities:** Reporting to the Archivist and the Vice President for Library and Information Resources, responsibilities include:

- Process archival materials using standard archival procedures.
- Prepare detailed finding aids in print and electronic form and other access tools as needed.
- Perform preservation and conservation-related tasks in conjunction with processing work.
- Assist Archivist with reference work, and other activities as needed.

**Requirements:**

**Minimum Requirements:**

- ALA-accredited M.L.S. degree with course work in archival administration.
- Bachelor’s degree.
- Knowledge and interest in the performing arts
- Knowledge of archival principles.
- Knowledge of conservation and preservation approaches.
- Strong commitment to library service.
- Strong organizational skills.
- Strong interpersonal skills, and demonstrated written and oral communication abilities.
- Ability to work independently.
- Ability and willingness to lift heavy archival containers.

**Preferred Background:**

- Knowledge of DACS
- Experience with EAD finding aids and MARC cataloging
- Background in music, drama, or dance
- Experience working with paper-based materials and photographs

**Application:** The Juilliard School has an ongoing commitment to the principles and practices of diversity and inclusiveness throughout the community and strongly encourages applications from candidates who would enhance the diversity of the School’s administration.

Please send cover letter with resume and names of three references to: jobs@juilliard.edu
**Position Title:** Music & Dramatic Arts Librarian  
**Institution:** The University of Connecticut  
**Location:** Storrs, Connecticut  

**General:**  
**University Setting:**  
The University of Connecticut, established in 1881, is a Carnegie Research I University. It was recently cited as one of the top 20 public national universities. The main campus, situated in Storrs on 3100 acres of woodlands and rolling hills, is located approximately 30 miles from Hartford, the state capital, and midway between Boston and New York city. There are approximately 25,000 students system-wide.

**University Libraries:**  
The University of Connecticut Libraries, members of the Association of Research Libraries, the Boston Library Consortium, and the Center for Research Libraries is a technologically advanced library and the exciting center of intellectual life on campus. The Libraries is organized in a team-based structure to engage more fully its ongoing strategic programs. These include: developing strong partnerships with academic departments and key organizations on campus; shaping user services through data collection and user feedback; providing desktop access to full-text, current awareness, and database information resources system-wide; and building and preserving research collections of excellence. This dynamic organization offers creative, motivated, and service-oriented individuals exceptional opportunities for growth and learning.

**Responsibilities:**  
Working within the Library Research Services Program and under the general supervision of the Arts and Humanities Team Leader, the incumbent is responsible for providing instruction, collection development services and outreach to the faculty and students in the Music and Dramatic Arts departments. This position also serves as a member of the Arts and Humanities Liaison team and is a full participant in the development and implementation of public service and outreach activities within both the team and discipline specific areas. This position works collaboratively within the Arts and Humanities team on strategic initiatives, annual planning and goal setting, and electronic resources collection development and decision-making.

**Qualifications:**  
**Minimum Qualifications:**

1. Graduate degree in Library or Information Science from a program accredited by the American Library
Association
2. Work experience in a library setting
3. Demonstrated working knowledge of current technology, software and automated library systems
4. Demonstrated leadership and communication skills
5. Demonstrated analytical and problem-solving skills with ability to think strategically, be forward thinking and embrace change
6. Demonstrated experience working in a team environment
7. Willingness to travel and work a flexible schedule

Additional Qualifications for Appointment as Librarian II:
1. Generally a minimum of three (3) years of related experience
2. Experience managing a budget for a department, project, team or committee
3. Evidence of increasing involvement in professional development activities outside the University

Preferred:
1. Academic training or professional experience relevant to the position.
2. Experience in an academic library or educational setting relevant to the position
3. Advanced degree in an area relevant to the position

Salary and Benefits:
Salary is commensurate with experience. University benefits include 22 paid vacation days/year, 12 paid State holidays, health and retirement plans, and tuition reimbursement.

Deadline:
Screening will begin immediately and continue until the position is filled.

Application:
Submit a letter of application, resume and the names, address, and telephone numbers of three professional references to

Marian Farley
Assistant Vice Provost for University Libraries
University of Connecticut Libraries
369 Fairfield Way, Unit 2005A
Storrs, CT 06269-2005.

(Search #2010018)
At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse staff. We actively encourage minorities, women and people with disabilities to apply.

**Position Title:** Music Cataloging Librarian  
**Institution:** Old Dominion University  
**Location:** Norfolk, Virginia

**General Information:** Old Dominion University is a state-supported institution with enrollment of 21,000, a leader in distance learning, and a Carnegie Extensive Doctoral/Research University. The campus is located in the historic port city of Norfolk, VA. Position announcement and description are available at [http://www.lib.odu.edu/libinfo/jobs/index.htm](http://www.lib.odu.edu/libinfo/jobs/index.htm) For campus information, check [http://www.odu.edu](http://www.odu.edu).

**Responsibilities:** This position catalogs library acquisitions in music, including books, scores, sound recordings, etc. as well as electronic resources; participates in the development, maintenance, and enhancement of intellectual access to library music collections through web page, online finding aids, and other online services, in the development and documentation of policies and procedures related to this work, and in the provision of training on music cataloging as needed; participates in event planning and implementation with the Diehn Composers Room Team to support, enhance and publicize archival collections. Assist the Librarian Archivist for Music Collections, Instruction and Music Collections Librarians in the creation of metadata for digital library music projects; maintain knowledge of archival and library automation standards and contribute expertise to the development of the Diehn music and performance collections; participate in library faculty, department, and unit meetings and meet other work as assigned.

**Qualifications:** REQUIRED:  
ALA accredited MLS, demonstrated knowledge of music, including music terminology, scores and music formats, demonstrated organizational, interpersonal, planning, project management and oral and written communication skills; capacity for and commitment to continued learning and development of skills; demonstrated ability to work effectively independently and in a team environment; strong customer service ethic; knowledge of cataloging practices for multimedia collections; experience in library cataloging and with standard cataloging tools, including AACR2, MARC21, LCSH, OCLC.
PREFERRED:
Knowledge of intellectual property in the music business, educational background in music history or musicology; experience with music collections; cataloging sound recordings, music scores, DVDs/videos or other multimedia material, experience with Innovative Interfaces, Inc or other integrated library systems; experience with event and program planning.

Salary and Benefits:
Position is 20 hours a week at $25 per hour. Benefits are not available.

Deadline:
Screening of applicants will begin on August 28, 2009 and continue until the position is filled.

Application:

Old Dominion University is an affirmative action, equal opportunity employer and requires compliance with the Immigration Reform and Control Act of 1986.

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Position Title: Project Archivist

Institution: Louis Armstrong House Museum
Queens College, CUNY

Location: Queens, New York

General Information:
Scope of work: The Project Archivist is responsible for the arrangement, preservation, description, and use of the materials in the Jack Bradley Collection, a monumental collection of sound recordings, photographs, personal papers, artifacts, film, and other materials. The Project Archivist is also responsible for the retrospective conversion of existing catalog records.

Reporting structure:

1. The Project Archivist reports to the Director, Louis Armstrong House Museum.
2. The Project Archivist supervises student interns, volunteers, and other support staff.

Duties:

2. Advise the Director on supplies and equipment needed for the project.
3. Interview, train, hire, and supervise support staff (student interns, volunteers, etc.)
5. Other duties as assigned.

**Minimum Requirements:**

1. MLS from an ALA-accredited institution or Masters in Jazz History or equivalent professional experience.
2. Ability to lift 50 pounds.
3. Excellent references.

**Highly Desired:**

1. Expert knowledge in the history of jazz, especially the life and career of Louis Armstrong.
2. Graduate degree in music, African-American Studies, American culture, or related discipline.

**Terms:**

- **Hours:** 35 hours per week, to be scheduled Monday-Saturday.
- **Annual Salary:** $40,950. Full benefits.
- **Term of Employment:** This is an IMLS grant funded position for which employment is anticipated to run from October 1, 2009 until September 30, 2011. If additional funds become available, employment may continue past the expiration of the grant.
- **Deadline:** The position is open until filled.
- **Application:** Mail cover letter, curriculum vitae, and names and telephone numbers of three references to:

  Search Committee
  Louis Armstrong House Museum
  34-56 107th Street
  Corona, Queens, New York, 11368

  or submit electronically to info@louisarmstronghouse.org with the subject header "Project Archivist."

The Louis Armstrong House Museum and GrantsPlus are Equal Opportunity / Affirmative Action / Americans with Disabilities Act / E-verify employers.

**Position Title:** Head, Libraries
Institution: Qatar Music Academy, Qatar Foundation
Location: Qatar

General Information: This position provides leadership and guidance to QMA Library/Learning Resource Centre (L/LRC). The position is responsible for the development of the budget for the Library and Resource Centre and identifying and supporting staff development activities; promoting library facilities use.

As a green-field site, this position is tasked to set up the operational infrastructure including the full service library for QMA.

Span of influence: Who must this position need to interact with and influence to achieve the goals?
1) All stakeholders including, students, parents, teachers, school administrators and technical support staff

Span of support: How much support can this position expect when reaching out to others for help?
1) Cross-functional units: This position needs to effectively span across functional or department boundaries for shared feedback and on-going communication

Problem Solving & Complexity:
1) This position requires strong organizational, planning, budgeting, coordination, negotiating and scheduling skills.
2) Needs to be able to review work orders and projects to ensure it is the most cost effective solution to meet the user’s requirements within the approved budget.

Decision Making Authority & Responsibility:
Level D: This job works within broad procedures and practices that have clear precedents with operational guidance being readily available if needed. It is subject to managerial control and review of results upon completion

Key Result Areas:
1) Develop and implement practices for the efficient/effective operation of the L/LRC program
2) Recommend sources and types of media and equipment
3) Provide information, direction, and assistance to library staff
4) Plan and conduct relevant in-service sessions for library personnel
5) Develop new policies, in conjunction with L/LRC staff, for administration approval
6) Final review and approval of all campus library book orders
7) Evaluate staff and make recommendations for retention/dismissal
8) Make recommendations relating to staffing and hours of service
9) Assist Heads of School/faculty in understanding the L/LRC role in teaching and learning.
10) Plan and maintain adequate facilities for the L/LRC program
11) Advise QMA administration regarding library programs, policies and procedures by preparing an annual “Action Plan” and reviewing it on a continuing basis

Knowledge, Skills, & Experience:

Qualifications and Education:

- Bachelor’s Degree in Teacher-Librarianship/Library/Information Science or equivalent. Master’s degree in same subject is an advantage.
- Minimum of 3 – 5 years of experience in school libraries

Experience:

- Have a demonstrated record of teaching experience or experience in school libraries that reflects knowledge of modern pedagogical practices
- Administrative experience in a relevant/related area
- Demonstrated competency with use of technology
- Advanced knowledge or training in all phases of librarianship
- Teaching experience
- Ability to lead and motivate library/media personnel
- Good communication skills
- Good organizational and management skills

Knowledge of library automation systems and library technology systems.

Application: Visit [https://jobs.qf.org.qa/](https://jobs.qf.org.qa/) to apply.

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

**Essential Duties and Responsibilities:**

- Implement, develop and coordinate outreach services and user education programs for the entire Berklee community.
- Conduct surveys and focus groups to determine user needs as necessary or required.
- Act as primary liaison to the entire Berklee community in order to develop stronger interaction between the library and the college.
- Working with the Library administration to develop goals, implement strategies, and create policies and procedures for library outreach.
- Develop and maintain accurate online and print informational materials, including tools and resources for the library and college, training materials to support outreach services, and help modules.
- Teach information literacy and bibliographic instruction classes.
- Train the professional staff to teach information literacy and bibliographic instruction.
- Determine fiscal requirements and prepare budgetary recommendations to the Library administration.
- Participates in the development of Learning Resources goals and objectives.
- Other duties as required.

**Possible Additional Duties and Responsibilities**

**Qualifications:**

- Masters in Library Science degree from an American Library Association accredited institution.
- Undergraduate degree or relevant musical background is preferred.
- Three years professional library experience in an academic setting is preferred.
- Knowledge and understanding of information databases, indexes and systems as they relate to an academic library setting.
- Demonstrated ability to work independently as well as collaboratively in a complex, changing environment.
- Strong interpersonal skills.
- Strong organizational skills to manage multiple tasks.
- Excellent written and verbal communications skills.
- Demonstrated ability to effectively plan, manage, and complete projects.
- Willingness and capacity to be directly and closely involved in projects.

**Salary and Benefits:**

**Hiring Range:** $55,610 - $61,790

**FLSA (exempt/nonexempt):** Exempt

**Application:**

Interested candidates should submit their cover letter, resume, and any other supporting documents as attachments (.doc or .pdf acceptable) to apply-hr@berklee.edu, indicating only the job title and code 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.

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**Position Title:** Editor of *Notes: Quarterly Journal of the Music Library Association*

**Institution:** Music Library Association

**Responsibilities:**
- Holds ultimate responsibility for all editorial, staff, and budgetary aspects of publishing the Music Library Association’s quarterly journal
- Works closely with production staff at A-R Editions to develop an annual publication schedule for *Notes* and to insure timely publication of each issue
- Solicits and edits articles for publication; coordinates peer review of submissions
- Prepares “Notes for Notes” column and other editorial matter
- Prepares manuscript of each issue
- Reads two stages of proofs for each issue, collating proofreading by assistant and contributing editors in the process
- Collaborates with other members of the editorial staff to determine and codify matters of *Notes* editorial style
- Appoints assistant and contributing editors as vacancies on the *Notes* editorial staff occur
- Prepares an annual budget and monitors expenditures
- Reports to the MLA Board of Directors on the state of the journal and its budget
- Serves on the MLA Publications Committee
- With other MLA representatives, oversees contract agreements and content specifications for the electronic dissemination of *Notes*

**Qualifications:**
- Demonstrated ability (e.g., through publications or previous substantial editorial projects) to write well
Broad knowledge of the literature of music and music librarianship

Familiarity with the latest edition of *The Chicago Manual of Style* and evolving style conventions in related humanistic fields

Familiarity with trends in electronic text editing, submission, and publishing, including handling of PDF files

Ability to handle multiple deadlines, complex workflows, and multiple communication channels

Proven skills in leadership, including the ability to work tactfully toward resolution of problems

Ability to collaborate and work well with authors, assistant and contributing editors, production staff, and the MLA Board

Familiarity with the Music Library Association and its membership; understanding of MLA’s goals and the role of *Notes* in realizing those goals

Experience with developing and monitoring budgets

**Honorarium:** The *Notes* editor receives an annual honorarium of $4,800.

**Appointment:** The appointment will be made in March 2010. Editorial work begins in the spring of 2010 with preparation of the manuscript for volume 67, number 2 (December, 2010). The incoming editor will have the opportunity of an orientation with the current editor.

**Application:** A letter of application, curriculum vitae, and names of three references should be sent by October 31, 2009 to:

Daniel Zager  
Chair, Notes Search Committee  
Sibley Music Library  
Eastman School of Music  
27 Gibbs Street  
Rochester, NY 14604

Interviews will take place via conference call and at the annual meeting in San Diego in March 2010. Members of the search committee are Linda Solow Blotner and Darwin Scott.
### Institution:
Arkansas Tech University

### Location:
Russellville, Arkansas

### General Information:
Arkansas Tech University invites applications for the position of **Music/Multimedia Librarian (pos. no. AA10004)**. The desired start date is **September 1, 2009**.

### 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; appointment will be at the rank of Associate Librarian; reports to the library director.

### Required Qualifications:
- ALA accredited master's degree; undergraduate degree in music or a related discipline; music and/or multimedia lab experience; working knowledge of a variety of music and/or multimedia resources, including software products; knowledge of cataloging music and multimedia resources.

### Preferred Qualifications:
- Graduate degree in music; experience in cataloging music and/or multimedia materials; working knowledge of music/multimedia playback and recording equipment; working knowledge of XHTML and website design; working knowledge of music notation and audio-video software packages.

### Salary and Benefits:
$40,000 - $44,000 depending on qualifications and experience; TIAA/CREF, medical insurance, liberal vacation and sick leave. Visit the Arkansas Tech website at [http://www.atu.edu/](http://www.atu.edu/), the Library homepage at [http://library.atu.edu/](http://library.atu.edu/), or the Music Lab homepage at [http://musiclab.atu.edu/](http://musiclab.atu.edu/) for a closer look at the campus, the Library, and the lab.

### Deadline:
Closing date for applications is **Friday, August 14**.

### 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).

Transcripts are not required initially but will be necessary before employment process can be completed. Arkansas Tech University is an EOE/AA employer.
Position Title: Performing Arts Librarian
Institution: American Musical and Dramatic Academy
Location: Los Angeles, California

General Information:
The American Musical and Dramatic Academy (AMDA) is the premiere Performance Arts institution in the heart of Hollywood, CA.

Position Available Immediately

The American Musical and Dramatic Academy-Los Angeles is an accredited institution of the National Association of Schools of Theatre. (NAST) AMDA’s Performing Arts Library contains a world class expansive collection of scripts, scores, cassettes, and videos that are accessible to the student in a variety of formats. Nominal fees and/or deposits may be required for the use of the resources in the AMDA library. Students also have access to the extensive library facilities in both New York City and Los Angeles. Most of the collection is digital for the purpose of sharing with AMDA-NYC.

For more information the American Musical and Dramatic Academy you may visit us on the web at www.amda.edu.

Key Responsibilities:
- Supervision of assistant librarian and other library employees.
- Coordination, development, and delivery of Academy training/study materials.
- Distribution and archiving of Academy’s artistic training/study materials.
- Regular database updates and maintenance.
- Holds regular meetings with education staff to coordinate library policies, procedures, hours and new orders (books, screenplays, media etc).
- Materials cataloging, check-in and check-out processing
- Maintenance of books, media, and equipment.
- General student and support staff assistance/questions.
- Maintenance of ongoing professional industry knowledge and skills of library/information science.
- Provide library service that is knowledgeable, one that supports a unique performance and general education curriculum.
- Supply resource and support materials to fulfill needs of the faculty and students to accomplish their tasks.
- Take a leading role in acquisitions and management of donated materials.
- Lead and instruct a team of work study students and alumni workers who staff the library, and manage other resource needs associated with the school, including web based information sites.
- Create and submit a yearly budget for staffing and equipment.
- Create and maintain the digitization of materials.
## Qualifications:

### Required:

- MLS/MLIS/MIS degree from an ALA accredited program with a specialization in the performing arts.
- Excellent written and spoken communication skills with working knowledge of Microsoft Office applications.
- 1-2 years of library work experience.
- Familiarity with music copyright and licensing issues and additional duties as needed.

### Preferred:

- Teaching, or performance experience in drama, musical theatre or dance.
- Experience with integration technology and software for sharing systems.
- Experience in additional areas such as Alumni Development, Event Coordinating, Student Publications, or Producing Theatre Festivals.

## Deadline:

Closing date for applications is September 30, 2009.

## Application:

Please send resume, cover letter, and salary history to msartner@amda.edu.

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<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Music Librarian</th>
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</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>University of Miami</td>
</tr>
<tr>
<td>Location:</td>
<td>Coral Gables, Florida</td>
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</table>

**General Information:**

The University of Miami Libraries, seeks applications and nominations for the position of Music Librarian. The successful candidate will assist in the overall administration of the Marta and Austin Weeks Music Library and focus specifically on technical, digital, and public service areas to include Cataloging & Metadata, Digital Initiatives and education and outreach.

**UNIVERSITY:**

The University of Miami is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is privately supported, non-sectarian institution, located in Coral Gables, Florida, on a 260-acre subtropical campus. The University comprises 11 degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science (www.miami.edu).

**THE LIBRARY:**

MLA Job Archives – 2009 | p.60
The University of Miami Libraries (www.library.miami.edu) rank among the top 50 research libraries in North America with a collection of over 3.26 million volumes, 74,775 current serials, and 64,280 e-journal titles. The Otto G. Richter Library lies in the heart of the Coral Gables campus and serves as the central library for the University. Other University of Miami libraries include the Paul Buisson Architecture Library, the Judi Prokop Newman Business Information Resource Center, and the Marta & Austin Weeks Music Library, and the Marine and Atmospheric Science Library. The campus also has independent medical and law libraries. The Libraries provide support and services for approximately 10,400 undergraduates, 4,900 graduate students, and 12,200 full-time faculty and staff. The Libraries has a staff of 82 professionals and 133 support staff and is a member of ARL, ASERL, CLIR, NERL, OCLC, and SOLINET.

THE MARTA AND AUSTIN WEEKS MUSIC LIBRARY provides support, services, and programs for The Phillip and Patricia Frost School of Music one of the most comprehensive music units in American higher education as a free-standing school within a major research university. The Weeks Music Library is on the cutting edge of using media to give the students at the University of Miami an opportunity to experience the varied world of music. The building opened in January 2005 with state of the art computer and audio equipment, printers and wireless access. Among the collections housed in the 22,500 square foot facility are scores, sound recordings, music videos and DVDs, research collections, and a wealth of e-resources. The library maintains the Larry Taylor-Billy Matthews Musical Theater Archive, an extensive collection of recordings and scores focusing on American musical theater and popular music. A targeted area for collection development is jazz recordings, DVDs, and instructional materials. The Weeks Music Library staff consists of two professional librarians, six full-time library paraprofessionals, and student assistants. For more information, visit http://www.library.miami.edu/musiclib/

Responsibilities:
The Music Librarian assists in the development and implementation of effective management strategies, services, and programs, across all areas of the Library to provide the best user-centered environment. This position offers a challenging range of activities in the technical, digital and public service areas. Key responsibilities include: oversees the design and development of the Music Library web presence, streaming audio reserves, and the operations of the Weeks Library Information Commons; develops and implements digital initiatives and services in collaboration with Digital Initiatives, Resources, and Services Department, and other stakeholders to plan digital collections and projects; evaluates and recommends electronic resources; in collaboration with the Libraries Education and Outreach department, develops and implements education and outreach activities; oversees all technical service operations for the Weeks Music Library to include original cataloging of scores, recordings and other music materials, authority control, preservation, database maintenance, and participates in the creation of metadata for digital projects; supervises and mentors staff; keeps current with issues and trends in metadata and digital library development; networks, collaborates and actively participates in local, regional, national,
international organizations regarding related issues; serves on/participates in University and Libraries committees, task forces, and teams as appropriate.

**Qualifications:**

Master’s degree from an ALA accredited program or foreign equivalent; minimum two years of professional experience in a music library setting; bachelor’s degree with a major in music or equivalent, desired; experience in delivering education, information, and research services in an academic or research library; supervisory ability and effectiveness with a strong commitment to mentoring and professional development for staff; excellent management, organization, and time management skills; experience with web design and development; demonstrated knowledge of music cataloging using AACR2, LC classification and subject headings, and the MARC format; working knowledge and experience with metadata schema and protocols; awareness of current issues and trends in cataloging, metadata, and digital library development; ability to work effectively and collaboratively in the development and delivery of operations and services in a technology driven, dynamic and diverse environment; excellent oral, written and interpersonal communication skills; evidence of continued professional development involvement and contribution.

**Salary and Benefits:**

Compensation will be competitive and commensurate with experience and qualifications. This is a non-tenure track faculty appointment at the Librarian Assistant/Associate Professor rank. The position offers a comprehensive benefits package including: TIAA-CREF; medical and dental insurance; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; optional fee-based membership in a state-of-the-art wellness center, and no state or local income taxes. More information on benefits can be found at: [http://www.miami.edu/benefits/pdf/bensum-faculty06.pdf](http://www.miami.edu/benefits/pdf/bensum-faculty06.pdf).

**Deadline:**

Review of applications and nominations will begin immediately and continue until the position is filled. Applications and nominations will be accepted until a suitable candidate is selected.

**Applications and Nominations:**

Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. The references will not be contacted before the appropriate time. Send nominations and applications to:

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

The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications.
from candidates of diverse cultural backgrounds.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Visiting Media Preservation Coordinator</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>University of Illinois at Urbana-Champaign</td>
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<tr>
<td>Location:</td>
<td>Urbana-Champaign, Illinois</td>
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<tr>
<td>General Information:</td>
<td>Position is open immediately. The University of Illinois at Urbana-Champaign seeks applications for a Media Preservation Coordinator. The incumbent will provide a range of preservation and reformatting services for sound recordings, moving images, and photographic materials held primarily in the University Library’s special collections but also in general circulating collections. The Media Preservation Coordinator reports to the Head of Preservation and serves all of the University Libraries, coordinating media reformatting and preservation services. Collections to be served include the University Archives, Rare Book and Manuscript Library, Music and Performing Arts Library, Sousa Archives and Center for American Music, smaller special collections based in several units across campus, and the general collections. This is a full-time, visiting, academic professional position.</td>
</tr>
<tr>
<td>Environment:</td>
<td>The University of Illinois Library at Urbana-Champaign is one of the preeminent research collections in the nation and the world. With almost 11 million volumes and a total of 23 million items, it ranks highly among academic libraries in the United States and first among public university libraries in the world. As the intellectual heart of the campus, the Library is committed to maintaining the strongest collections and services possible and engaging in research and development activities—both of which support the University’s mission of teaching, research, and public service. The University of Illinois Library is the third largest academic library in the United States and has a collection of more than ten million volumes. The Library employs approximately 100 library faculty and 300 library staff. For more information, see <a href="http://library.uiuc.edu">http://library.uiuc.edu</a>. The Library consists of more than forty departmental libraries that are located throughout campus and administratively organized into eight divisions. The Preservation Unit reports to the Associate University Librarian for Collections and works in tandem with the Conservation Unit. Formed in 2001, the Library’s Preservation and Conservation Program has developed rapidly to meet the needs of a collection rich in material resources. The Media Preservation Coordinator will provide new services for the University Libraries on behalf of the Preservation Unit. More information about the units development, history, and current capacities is available at: <a href="http://www.library.uiuc.edu/prescons">http://www.library.uiuc.edu/prescons</a>.</td>
</tr>
<tr>
<td>Campus and Community:</td>
<td></td>
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</table>
The University of Illinois at Urbana-Champaign is a comprehensive and major public land-grant university (Doctoral/Research University-Extensive) that is ranked among the best in the world. Chartered in 1867, it provides undergraduate and graduate education in more than 150 fields of study, conducts theoretical and applied research, and provides public service to the state and the nation. It employs 2,000 faculty members who serve 26,000 undergraduate and 10,000 graduate and professional students; approximately 25% of faculty receive campus wide recognition each year for excellence in teaching. More information about the campus is available at http://www.illinois.edu.

The University is located in the twin cities of Champaign and Urbana, which have a combined population of 104,000 and is situated about 140 miles south of Chicago, 120 miles west of Indianapolis, and 170 miles northeast of St. Louis. The University and its surrounding communities offer a cultural and recreational environment ideally suited to the work of a major research institution. For more information about the community visit http://www.uiuc.edu/misc/campus.html, http://cucvb.org/, or http://www.ccchamber.org/.

**Responsibilities:**

This position plays a key role in preserving the University of Illinois Library’s valuable and unique collections by enhancing the University’s capacity to preserve recorded sound and moving image materials. The incumbent will report to the Head of Preservation, and maintains a number of critical working relationships with units and groups that are engaged in preservation, curation, and access to media; including Digital Content Creation, Library IT, and campus efforts focused on media asset preservation and access that is core to the University’s research and teaching mission. The coordinator will assist archivists, subject librarians, and collection managers in identifying at-risk collections, will suggest appropriate reformatting options, and will direct the day-to-day operation of reformatting projects. Specific responsibilities will include:

- Systematically surveying collections and providing storage recommendations
- Researching reformatting options and preparing recommendations for specific collections or items
- Preparing estimates and developing project workflows
- Collating and preparing materials for conversion/reformatting
- Monitoring conversion quality
- Tracking expenditures of funds
- Assisting in the preparation of grant proposals
- Identifying vendors and completing RFPs for services
- Collaborating with other library personnel to develop appropriate access methods and tools for digitized collections.

The coordinator will also work closely with the collection managers holding audiovisual materials to establish and manage a program to identify, reformat, and provide access to valuable audiovisual/media collections that are currently found in
a variety of fragile and semi-obsolete formats, including 16 and 35 mm film, acetate
disk, and magnetic tape. The coordinator will also work closely with the Library’s
digital preservation program, and will be involved with the planning and
implementation of digital repository technologies, and will serve as a member of
the Library’s Visual Resources group, led by the Head of Digital Content Creation.

Qualifications:

**Required:**
A Bachelor’s degree. Training or experience in audio or audio-visual engineering,
production, or preservation. Strong written and oral communication skills.
Demonstrated ability to meet production deadlines and goals. Ability to lift a 30
pound box to a height of 5 feet.

**Preferred:**
Graduate degree with training in preservation or audio-video production;
supervisory experience; experience assessing and evaluating library or archival
materials in order to develop and coordinate preservation projects; professional or
pre-professional experience reformatting non-print items; demonstrated
experience with analog media sources; experience applying audio-visual
preservation guidelines and prioritizing needs in an institutional environment;
familiarity, training or experience with archival management and operations, such
as appraisal, arrangement, and description; experience contributing to grant
applications; demonstrated ability to work with a diverse constituency of university
personnel; demonstrated knowledge of metadata and cataloging standards;
experience working with commercial service providers.

Salary, Rank, and Terms of Appointment:

**Salary and Rank:** Salary and rank commensurate with credentials and experience.
This is a visiting, full-time academic professional appointment.

**Terms of Appointment:** Twelve month appointment for up to three years; 24 work
days vacation per year; 11 paid holidays; 12 annual sick leave days (cumulative),
plus an additional 13 days (non-cumulative) per year if necessary; health insurance,
requiring a small co-payment, is provided to employee (coverage for dependents
may be purchased); participation in State Universities Retirement System is
required, includes several private options, is compulsory (8% of staff member’s
salary is withheld and is refundable upon termination); newly hired university
employees are covered by the Medicare portion of Social Security and are subject
to its deduction.

Deadline:

In order to ensure full consideration, applications and nominations must be
received by November 10, 2009. Interviews may occur before the closing date, but
no decision will be made prior to the close of the search. For further information,
please contact Cindy Kelly at 333-8169.

Application:

Please complete your candidate profile at [http://jobs.illinois.edu](http://jobs.illinois.edu) and upload your
cover letter, resume, and names and e-mail addresses (where available) or phone
numbers of three professional references. All requested information must be
submitted for your application to be considered.
The University of Illinois is an Affirmative Action/Equal Opportunity Employer. The administration, faculty, and staff embrace diversity and are committed to attracting qualified candidates who also embrace and value diversity and inclusivity.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director of the Performing Arts Library</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Roosevelt University</td>
</tr>
<tr>
<td>Location:</td>
<td>Chicago, Illinois</td>
</tr>
<tr>
<td>Library Profile:</td>
<td>Located on the 11th floor of the historic Auditorium Building at 430 S. Michigan Ave in downtown Chicago, the Roosevelt University Performing Arts Library has one of the best academic music and theatre collections in Illinois. It has an impressive collection of more than 35,000 music scores and 20,000 books, and more than 27,000 recordings. The Library is fully equipped with listening and viewing facilities for tapes, records, compact discs, videotapes and digital video recordings. In addition, the Library's computers provide instant access to many of the most important music and/or research databases, as well as linking with over eighty Illinois libraries and thousands of research collections throughout North America and the world. The Library’s collections show particular strengths in the history and performance practices of Western art music, contemporary music and jazz studies. The library also houses an extensive collection of critically edited complete works sets of individual composers and collections. The library carries periodical subscriptions in dance, drama, film, music and more, in both electronic and print formats, and has complete runs of several important music and theatre journals. The Performing Arts library maintains a collection of play scripts, monologues, dramatic literature, journals and books concerning theater techniques and study. There is also a considerable collection of musical theater scores and recordings, both video and compact disc. The Performing Arts Library Archives maintains a collection of historically important documents, rare books, scores and sound recordings. The archive holds extensive materials relating to the music school dating to its origins in the 19th century, including personal papers and a large audio archive of the great Swiss pianist and last president of Chicago Musical College (CCPA’s predecessor institution) Rudolph Ganz, to whom Ravel’s Scarbo is dedicated.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Roosevelt University seeks a creative and energetic performing arts librarian to facilitate the research, performance, educational and professional/scholarly activities of the students, faculty and staff of the Chicago College of Performing Arts (CCPA) within the Performing Arts Library in the historic Auditorium Building. CCPA faculty, students and staff are strongly involved with local, national and international arts organizations, venues, performances, etc. The Director of the</td>
</tr>
</tbody>
</table>
Performing Arts Library will have supervisory responsibility over the professional and support staff of the library, developing and managing the collections, providing reference and instruction, planning, organizing and implementing exhibits and programs in the newly renovated library. Reporting to the University Librarian, the Director will be expected to develop creative partnerships to expand and enhance the Library’s collections and services. Active participation in professional associations is expected. The Performing Arts Library of Roosevelt University is an excellent opportunity for a professional librarian with an interest in the performing arts and with the vision and initiative to build an excellent research center in the performing arts.

**Qualifications:**
Candidates must have: an ALA accredited MLS or its equivalent and a minimum of three years library experience, including collection development and public services related to music, theater, or dance; a commitment to working closely with faculty, students and staff within performing arts; knowledge of and experience with analog and digital audio and video technologies; familiarity with metadata standards for multimedia formats; familiarity with relevant copyright/fair use law, especially as regards performance, is preferred; an advanced degree in music, theater or dance, and proficiency in a second language is preferred; excellent communication and interpersonal skills and the ability to work independently and collegially.

**Salary:**
Salary will be commensurate with qualifications and experience.

**Benefits:**
Choice of retirement plans including TIAA-CREF, health/life insurance, prescription drug, dental and eyeglass plans, tuition remission.

**Application:**
Qualified applicants should submit application materials on-line at [http://jobs.roosevelt.edu](http://jobs.roosevelt.edu)

Roosevelt University welcomes women, LGBT, disabled, international, minority-classified individuals as applicants for all positions.

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**Position Title:** Grateful Dead Archivist  
**Institution:** University of California, Santa Cruz  
**Location:** Santa Cruz, California  
**General Information:** The University Library of the University of California, Santa Cruz, seeks an enterprising, creative, and service-oriented archivist to join the staff of Special Collections & Archives (SC&A) as Archivist for the Grateful Dead Archive. This is a potential career status position. The Archivist will be part of a dynamic, collegial, and highly motivated department dedicated to building, preserving, promoting, and providing maximum access both physically and virtually to one of the Library's most exciting and unique collections, The Grateful Dead Archive (GDA). The UCSC University Library utilizes innovative approaches to allow the discovery, use,
management, and sharing of information in support of research, teaching, and learning.

Under the general direction of the Head of Special Collections and Archives, the GDA Archivist will provide managerial and curatorial oversight of the Grateful Dead Archive, plan for and oversee the physical and digital processing of Archives related material, and promote the GDA to the public and facilitate its use by scholars, fans, and students.

Professional librarians at UC are academic appointees. They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and a generous benefit program including an excellent retirement system. The University sponsors a variety of group health, dental, vision, and life insurance plans. Relocation assistance is provided.

Position Available: March 1, 2010

Minimum Qualifications:

- Master's degree from an ALA-accredited program or equivalent accredited graduate archives management program.
- Significant, demonstrated experience working with books, manuscripts, photographs, recordings, or other material in a special collections & archives environment.
- Knowledge of the access tools for special collections and archival material and the standards and procedures for their preservation and conservation.
- Demonstrated experience developing processing plans and creating finding aids in accordance with national standards.
- Knowledge of and ability to maintain awareness of developments in archival processing, digital information technologies, and their uses in special collections and archives.
- Expert knowledge in the history and scholarship of contemporary popular music, or American vernacular culture, preferably the history and influence of the Grateful Dead.
- Excellent analytical, organizational, and time management skills.
- Demonstrated oral, written and interpersonal communication skills sufficient to promote and present the archive to multiple audiences.
- Prior experience directing the work of others.

Strongly

- Demonstrated experience working in public services in an academic
Preferred Qualifications:

- Demonstrated experience working on outreach and other donor-related activities.

Rank and Salary:

**Rank:** Associate Librarian or Librarian

**Salary:** Appointment Range: Associate Librarian III – Librarian I, with an approximate salary range of $52,860 – $68,892, commensurate with qualifications and experience.

Closing Date:

This position is open until filled. Initial review of applications will begin on **December 4, 2009**. In order to receive full consideration, all materials should arrive by that date.

Application:

Electronic submission of applications is preferred. All materials can be sent to liboff@library.ucsc.edu.

Applicants should supply a letter of application that includes a statement indicating how applicant’s credentials and experience meet the posted requirements for this position. The letter should also include a resume of their education and experience, as well as the names, addresses, phone numbers, and email addresses of three (3) references that are knowledgeable about their qualifications for the position.

**Alternate mailing address:**
Library Administration
University of California
1156 High Street
Santa Cruz, CA  95064

Phone: (831) 459-2076

Fax: (831) 459-8206

Please refer to Position #T10-07 in all correspondence.

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**Position Title:** Head of the Performing Arts Library

**Institution:** Kent State University

**Location:** Kent, Ohio

**General Information:** Kent State University Libraries invites applications for the position of Head of the Performing Arts Library. The new Performing Arts Library is an expansion and
renovation of the former Music Library and coincides with the creation of a unified performing arts facility at the University. The Library’s collection consists of more than 100,000 volumes of books, printed music, and audio-visual materials in various formats.

Environment:
The Kent State University Libraries is a member of the Association of Research Libraries and the Center for Research Libraries and has a collection of more than 2 million volumes. University Libraries is a founding member of OCLC and of OhioLINK (https://www.ohiolink.edu This is a link to another web site), Ohio’s statewide information system for higher education. Innovative Interfaces is used for the integrated library system.

Responsibilities:
The successful candidate will manage the programs and daily operations of the Performing Arts Library and serve as liaison to the Schools of Music and of Theatre and Dance. This includes setting a direction for the development of services, instructional outreach, and collection management that supports the Libraries’ strategic plan.

Specific responsibilities include: provision of direct reference service; promotion of information literacy through formal and informal instruction; development of the collection in all formats; creation and maintenance of a robust Web presence for the Library; and supervision, training, and evaluation of the Music and Media Catalog Librarian, one civil service staff member, and student employees. The successful candidate will have knowledge of or interest in sustaining and expanding the digital delivery of services such as electronic reserves or audio streaming where applicable. The librarian in this position participates in the governance of the Libraries and serves on the Branch Librarians’ Council, in addition to other various library and University committees. The librarian represents the interests of the Performing Arts Library within OhioLINK and other organizations.

Qualifications:
Required:

1. MLS from an ALA-accredited program.
2. Undergraduate degree in music, theatre, or dance.
3. Knowledge of the performing arts literature and cataloging practices.
4. Familiarity with relevant technologies.
5. Strong public service orientation.
6. Effective interpersonal and communication skills.
7. Flexibility and initiative.
8. Ability and interest in fulfilling requirements of job performance, scholarship, and service to meet tenure and promotion requirements.

Preferred:

1. Supervisory experience.
2. Academic or research library experience.
3. Experience with library instruction in music, theatre, or dance.
5. Advanced degree in music, theatre, or dance.
6. Working knowledge of German, French, or Italian.
7. Professional association involvement.

Salary and Benefits: Commensurate with qualifications and experience. Minimum salary for this position is $55,367. Generous benefits.


Application: To apply, submit a cover letter addressing your qualifications for the position, a vita, and the names and contact information of at least three professional references. Apply online: https://jobs.kent.edu

The position number is 997294. Do not mail materials.

Please forward this announcement to anyone whom you think would be a good candidate.

Position Title: Reference/Instruction Librarian
Institution: University of Central Florida Libraries (UCF), Orlando
Location: Orlando, Florida

General Information: UCF Libraries seeks an energetic and experienced librarian who takes initiative and is prepared to support the academic mission of the institution through high quality reference services, library instruction and collection development. The successful candidate will be a service-oriented individual who has broad knowledge of a variety of academic subject areas and is willing to provide and develop reference services through face to face and virtual interaction and in-depth research consultations. Some evening and weekend hours are required. This librarian may serve on library and university committees and reports to the Head of Reference Services.

Environment: UCF Libraries Reference Services provides research assistance to patrons through a variety of means, including the virtual Ask A Librarian service, traditional desk reference, and in-depth research consultations. The growing Ask A Librarian service offers chat, IM, and phone reference and is part of a regional consortium. The department also includes Government Documents and InfoSource, a for-fee
search service.

The University of Central Florida is a metropolitan research university enrolling more than 53,000 students. The main UCF library, regional sites and branches have a collection of 1.9 million volumes, 32,000 serials, and serve as a partial depository for government documents and patents. The library materials budget is $5.5 million. Full-time staff of 110 includes 37 faculty. For more information see http://library.ucf.edu/.

Responsibilities:

- Provides general and specialized reference and research assistance for on-site and virtual library users (including IM, chat, phone and LibGuides), and research consultations. Provides training as needed to staff.
- Participates in the development, implementation and assessment of services, policies, procedures and publications.
- Participates in an active library and information literacy instruction program; teaching undergraduate and graduate courses.
- Serves as liaison to identified academic programs and departments and develops a collection to support assigned areas.
- Other duties as assigned.

Qualifications:

Required:

- ALA accredited graduate degree in library science.
- Five years post-MLS experience providing reference service.
- Knowledge of a variety of general academic reference sources.
- Evidence of active participation and collaboration in designing, promoting, and delivering innovative library services.
- Record of professional activities in scholarship and service.
- Excellent oral and written communication skills.

Preferred:

- Experience with virtual reference service and Web technologies.
- Teaching experience and knowledge of current pedagogy on effective teaching.
- Experience with collection development and outreach to programs or departments.
- An understanding of the key issues and trends in academic reference services.
- Flexibility, initiative, and the ability to work collaboratively and independently.
- Subject knowledge in music or the hard sciences.

Salary and Rank:

Commensurate with experience and qualifications. This is a full-time, non-tenure track faculty position with generous insurance benefits and employer-funded retirement options, 22 paid annual days, 13 sick days, 9 holidays, and no state
Deadline: Review of applications will begin December 14, 2009 and will continue until the position is filled.

Application: For position number 33091 submit a letter of application addressing the stated qualifications, a curriculum vitae, and contact information for three current references at [http://jobswithucf.com](http://jobswithucf.com). Search Chair is Dr. Linda Colding, Associate Librarian [lcolding@mail.ucf.edu](mailto:lcolding@mail.ucf.edu).

Searches are conducted in accordance with the state of Florida open-records laws. UCF is an equal opportunity, equal access, affirmative action employer.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Convention Manager/Convention Manager</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Music Library Association</td>
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<tr>
<td>General Information:</td>
<td>The Music Library Association is seeking an Assistant Convention Manager/Convention Manager. The term of service will begin 1 July 2010. Initial appointment is one year, with reappointment possible up to a total of four years. The first two years are spent as Assistant Convention Manager; the third and fourth years are spent as Convention Manager.</td>
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<tr>
<td>Position Description:</td>
<td>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 between 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 and the Board. 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.</td>
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<td>Specific Duties:</td>
<td>ACM duties include: solicitation of exhibitors and program advertisers for the annual convention, maintaining a master list of exhibitors/advertisers, and overseeing all aspects of exhibits for the convention. This includes communications/negotiations with decorating/drayage firms, security firms, and</td>
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telephone/internet/electrical services, and on-site management of the exhibit area during the convention. The ACM also is responsible for conference signage. The ACM works closely with the CM, consulting whenever necessary to become familiar with the duties and responsibilities of the position. In addition, the ACM is responsible for maintaining, revising and updating MLA's Convention Manual, in consultation with the CM.

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/Executive Secretary.

Qualifications: Five years’ 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, internet access, fax machine, and electronic mail. Skills in database management software and availability of institutional support are highly desirable.

Benefits: The CM and ACM receive support for expenses required to carry out the responsibilities of the position (travel, telephone, postage, etc.) and honoraria. Honoraria are determined annually by the Board of Directors.

Duration of Appointment: The ACM's term begins July 1 of the specified year (2010 for the current search). Initial appointment is one year, with reappointment possible up to a total of four years. The first two years are spent as ACM; the third and fourth years are spent as CM.

Deadline: January 15, 2010

Application: Send letter of application, résumé, and names and contact information for three professional references via mail or email to:

Nancy Nuzzo
University at Buffalo
Music Library
112 Baird Hall
Interviews will be held at the annual conference in San Diego. Members of the search committee are: Nancy Nuzzo, chair; Leslie Bennett (lbennett@uoregon.edu), and James Zychowicz (James.Zychowicz@areditions.com).

Recommendations for candidacy are welcome and may be sent to any member of the search committee.

**Position Title:** Cataloger / Reference Librarian  
**Institution:** University of Buffalo  
**Location:** Buffalo, New York  
**General Information:** The University at Buffalo Libraries is seeking applicants for the position of Music Cataloger/Reference Librarian in the Music Library. This is a faculty appointment with rank leading to tenure in an academic research-oriented environment. The Music Library holds over 210,000 volumes of scores, recordings, and literature about music. Its mission is to support the instructional and research needs of the University’s Department of Music. The library also supports disciplines which intersect with music (dance, anthropology, American studies, theatre, and information and library studies) and serves the music information needs of Western New York’s arts community. It is located on the ground floor of Baird Hall, home of the University’s Music Department. The position reports to the Director of the Music Library and Special Collections.

Working in a highly collaborative environment, the incumbent performs and supervises original and complex copy cataloging of music in all formats (scores, sound recordings, videos, computer files) utilizing the international bibliographic utility OCLC and Ex Libris Aleph, the local integrated library system. He or she creates and reviews name and name/title authority records in compliance with the Music NACO funnel project and helps to ensure the quality of the bibliographic database through adherence to national standards such as AACR2 and LCSH. The incumbent stays abreast of national standards for bibliographic and authority control and monitors emerging standards such as RDA (Resource Description and Access) and FRBR (Functional Requirements for Bibliographic Records) in anticipation of implementation. He or she provides reference service to Music Library patrons and works proactively to develop relevant instructional and promotional materials relating to music resources. Evening and weekend reference hours may be required. The incumbent participates in the training and supervision of students in the music librarianship program. This involves supervision of practica and special projects, cataloging review, and team teaching courses in music librarianship. He or she may assist with collection development, exhibits, web content and other activities that support the mission and goals of the Music
Library. The incumbent actively participates in the University Libraries and with professional associations such as the Music Library Association.

**Qualifications:**

**Minimum:**
A Master's degree in library and information science from an ALA-accredited program as well as a Master's degree in music or equivalent knowledge of music literature and music reference sources is required. Must have at least three (3) years of demonstrated experience in original and copy cataloging of music in all formats (scores, sound recordings, videos, computer files) using AACR2, LCSH, and OCLC in an integrated library system. A working knowledge of at least one foreign language, preferably German, Italian, or French is required. Evidence of professional scholarly interest and potential, sufficient to meet the University Libraries' promotion and tenure requirements, is essential. Demonstrated ability to work cooperatively and collaboratively with patrons and staff at all levels is required. The incumbent must have excellent writing and oral communication skills.

**Preferred:**
Public services experience in an academic music library or collection is preferred. Experience creating NACO-compliant authority records is preferred; independent contributor status is desirable. Experience constructing relational databases and familiarity with metadata schemata is preferred.

**Salary:**
$48,000 - $50,000

**Deadline:**
Applications will be accepted through December 2, 2009.

**Application:**
Required Applicant Documents:
Cover Letter
Contact Information for References
CV

Apply online:
https://www.ubjobs.buffalo.edu/applicants/jsp/shared/position/JobDetails_css.jsp

All applicants must apply via the UBJobs website using the link above.

The University at Buffalo is an Affirmative Action/Equal Opportunity Employer. The University is dedicated to the goal of building a culturally diverse and pluralistic University community committed to teaching and working in a multicultural environment.

**Position Title:**
Part-Time Music Librarian
**Institution:** Occidental College  
**Location:** Los Angeles, California  
**General Information:** (temporary appointment through May 28, 2010)

The Music Librarian works 20 hours per week and is responsible for the operation of the Music Library, including continued development and management of collections, training and supervision of student assistants, and liaison with faculty in the Music Department. The Music Librarian provides reference and instructional services to users of the collections, and participates as occasion suggests in all the activities of the Information Resources division of Occidental College. Reports to the College Librarian and works a weekly schedule agreed upon with the College Librarian and Music Department.

**Job Duties:**

1. Provides or supervises students who provide Music Library circulation, collection maintenance, and reference services to faculty, students, and outside callers.
2. Schedules, trains, evaluates, and supervises student assistants who staff the Library over 70 hours per week and perform routine tasks of circulation, stack maintenance, processing course reserve materials, communication with the main library, equipment troubleshooting, etc.
3. Coordinates with main library on the ordering, cataloging and processing of new materials.
4. Troubleshoots equipment and works with ITS and library staff to ensure operability of equipment.
5. Communicates and works with Music Department faculty, Library staff, and Facilities staff on matters relating to the maintenance of the Music Library.

**Qualifications:** ALA-accredited MLS required; degree in music history or performance highly desirable. Work experience with library systems and productivity software, music playback and teaching technologies, course management systems, the music literature and reference work, library and archive operations, preparation of music materials for classroom use, and training of student assistants required. Reading knowledge of at least one of the following foreign languages desirable: Latin, French, German, or Italian. We seek candidates with organizational skills, the ability to establish themselves quickly in a new environment, a strong service orientation, the ability and interest in technologies appropriate to management, archiving, and presentation of musical materials, as well as the interpersonal and communication skills necessary to interact with a faculty, students, and colleagues. Some flexibility of schedule highly desirable. The position requires the ability to lift and carry 40 pounds.

**Start Date:** Immediately  
**Deadline:** The search will continue until a hire is made.  
**Application:** Please send letter of application, curriculum vitae, and the names of three
references to:

Bob Kieft  
College Librarian  
Clapp Library  
1600 Campus Road  
Los Angeles, CA 90041

323.259 2504

kieft@oxy.edu

See:
http://departments.oxy.edu/hr/hr_jobs.html

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<tr>
<th><strong>Position Title:</strong></th>
<th>Music and Languages Librarian</th>
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<tr>
<td><strong>Institution:</strong></td>
<td>Haverford College</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Haverford, Pennsylvania</td>
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**The Position and the College:**

This early career position affords an excellent opportunity for a new librarian to pursue a career in an outstanding liberal arts college within a collaborative, consortially-oriented work environment. The College seeks candidates who take an expansive approach to the work of libraries, to the possibilities afforded by instructional and information technologies for achieving the College's goals for student and faculty work, and to the integration of their work with that of other curriculum support units.

Located on a wooded suburban campus less than ten miles from the center of Philadelphia, Haverford College is a highly selective liberal arts institution of approximately 1150 students and over 130 faculty. The Quaker foundation and traditions of the College encourage a respect for the individual and an openness of exchange that make it attractive to intellectually ambitious and socially conscious students. A library staff of almost 25 offers a supportive environment for independent, team-oriented, creative, committed librarians seeking intellectual and professional growth through involvement in the work of faculty and students. Local Haverford library and information technology resources are substantially augmented by consortial relations with Bryn Mawr and Swarthmore Colleges.

**Duties and Responsibilities:**
Serves in the Library as a member of the Research, Instruction and Outreach staff and supports achievement of the College’s educational goals. The Music Librarian has overall responsibility for planning, developing, managing, and evaluating the facilities, services, and resources of the music collections in Union Building and Magill Library. Other responsibilities include: providing research, instruction and outreach services to the Music Department and one or more Modern Language or Literature Departments; collaborating with staff across the College to explore and implement information and instructional technologies; working with counterparts in the Bryn Mawr and Swarthmore Libraries in a well-developed consortial partnership. Reports to the Coordinator for Research, Instruction & Outreach.

**Specific Duties and Responsibilities:**

1. Administers the departmental Music Library in Union Building. Operations include course reserves, circulation, stack maintenance, equipments troubleshooting, etc.
2. Hires, trains, and supervises student assistants in the Music library.
3. Serve as library liaison to the Music and at least one Modern Language or Literature departments by developing close working relationships with faculty and students. Provides a full range of reference and instructional services including research assistance and instruction both in and out of the classroom.
4. Develops and maintains collections in Music and at least one Modern Language in all formats. Coordinates collection development in these areas with colleagues in Bryn Mawr and Swarthmore Colleges.
5. Maintains familiarity with a wide range of music genres and a general background in musicology, music theory, composition, and performance as well as trends in music librarianship.
6. Uses the full range of analog and digital resources and technologies available to the contemporary librarian to serve faculty and students. In conjunction with other staff, explores and implements information access and instructional technologies, especially those related to digital media and collections.
7. Contributes to cooperative projects of the Tri-College Consortium (Bryn Mawr, Haverford, and Swarthmore Colleges) through membership on working groups or committees.
8. May assume some responsibilities in music cataloging
9. Assumes other duties as assigned.

**Qualifications:**

**Education:**
Undergraduate or Graduate degree in music, an ALA-accredited masters degree, or equivalent in training and experience. Bibliographic knowledge of two modern European languages in addition to English required.

**Work Experiences:**
The following work experiences are desired: reference, instruction, and outreach services in an academic library; library collection development; information technology in higher education highly desirable, such as audio and video streaming technologies, online visual resources, course management system. Supervisory experience is highly desired.

Other requirements:
Excellent interpersonal and teaching skills, judgment, and initiative; the ability to work energetically and collegially with all constituencies of the academic community; superior oral and written English-language communication skills; problem solving skills and enthusiasm for exploring new ground; the ability to work both independently and as a member of a team; and the ability to maintain a flexible schedule.

Salary and Benefits:
The salary is competitive and comes with generous benefits.

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

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

Heidi McKay
hmckay@haverford.edu.

Direct questions to Laurie Allen (lallen@haverford.edu, 610-896-1272). Please visit the Library's website at http://www.haverford.edu/library.

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**Position Title:** Project Archivist, Historical Sound Recordings

**Institution:** Yale University

**Location:** New Haven, Connecticut

**General Information:**
Irving S. Gilmore Music Library
Yale University
New Haven, CT
Rank: Librarian I-II

**Fixed Duration:** Through 30-June-2011 (approximately 18 months)

**Schedule:** Full-time (37.5 hours); Standard Work Week (M-F, 8:30 – 5:00)

**The University and the Library**
One of the world’s leading research libraries, Yale University Library is a full partner
in teaching, research, and learning at Yale and is visited by scholars from around the world. A distinctive strength is its rich spectrum of resources, including approximately thirteen million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in twenty-two buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the new Bass Library, it employs a dynamic and diverse staff of nearly six hundred who offer innovative and flexible services to library readers. To learn more about Yale University Library and its collections and services, visit www.library.yale.edu.

**Historical Sound Recordings Collection**

The purpose of the Yale Collection of Historical Sound Recordings (HSR) is to collect, preserve, and make available for study historical recordings of performers important in the fields of Western classical music, jazz, American musical theater, drama, literature, and history (including oratory). The collection, found by Mr. and Mrs. Laurence C. Witten II with their collection of early vocal recordings devoted to styles and practices of nineteenth-century singing, considered among the finest of such collections, has been extended into other subjects areas mentioned. The recordings in HSR now number over 160,000, in a variety of formats. They document performance practice from the beginning of the recording era (ca. 1890) to the present day. The Collection holds a large library of printed materials and microforms which provide information about composers, performers, and the recording industry and include discographical data useful for locating and dating recordings. The books have been cataloged in Orbis. Staff-accessible finding aids have been prepared for many of the recordings. Beginning in 2006 with generous funding from the Andrew W. Mellon Foundation, HSR and sound archives at New York Public Library and Stanford University undertook to provide full-level cataloging of 78-rpm (pre-LP) recordings. For more information on the project, along with links labels cataloged and selected recordings, see [Unlocking Historical Sound Recordings](#).

**Position Description**

Historical Sound Recordings (HSR) seeks an early career professional with processing experience and knowledge of classical music, jazz, and/or American literature to process selected collections of archival audio, video, and paper materials in HSR. Reporting to the Curator of Historical Sound Recordings, the Archivist will assist with the development of appropriate processing plans for the various collections, and will have primary responsibility for processing identified collections. In addition, the Archivist will supervise an Archives Assistant in processing and related activities, implement standard preservation measures when necessary, and work with the Curator of HSR to provide access to the in-process collections.

**Responsibilities:**

In consultation with the Curator of Historical Sound Recordings, develops appropriate processing plans for various special collections within HSR. Arranges and describes audio, video, and paper materials from the various collections.
(approximately 500 linear feet) in accordance with established plans, timetables, and departmental procedures, including implementation of necessary preservation procedures. Prepares finding aids and catalog records for the collections in accordance with departmental guidelines and archival and library standards, using Archivists’ Toolkit and other XML-based encoding tools for finding aids. Supervises the processing and description activities of an Archives Assistant. Engages actively with professional organizations and literature; keeps abreast of archival trends and developments. May be required to assist in disaster recovery efforts. May be assigned to work at West Campus location in West Haven, CT.

**Qualifications:**

Master’s degree from an ALA-accredited program for library and information science and/or related master’s degree in music, history, or literature. Appointment to the rank of Librarian II requires two years of relevant professional experience and demonstrated professional accomplishments appropriate to the rank.

Formal archival training or education and/or demonstrated knowledge of archival theory and practice. Demonstrated archival processing experience. Familiarity with basic preservation and conservation standards for archival and manuscript collections and audio formats. Familiarity with DACS, EAD, MARC, LCSH, AACR2, and other data content and structure standards relevant to the archival control of collection materials. Demonstrated ability to communicate effectively, both verbally and in writing. Demonstrated ability to meet deadlines. Ability to work independently and collaboratively in a team environment.

**Preferred:** Experience directing the efforts of clerical or student workers; Familiarity with Archivists’ Toolkit.

**Salary and Benefits:**

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

**Deadline:**

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

**Application:**

Applications consisting of a cover letter, resume, and the names of three professional references should be sent by creating an account and applying online at [www.yale.edu/jobs](http://www.yale.edu/jobs) for immediate consideration - the STARS req ID for this position is 8768BR. Please be sure to reference #8768BR in your cover letter.

**Background Check Requirements**

All external candidates for employment will be subject to pre-employment screening. All offers are contingent on successful completion of a background check.

_Yale University is an affirmative action/equal opportunity employer. Yale values diversity in its faculty, staff, and students and strongly encourage applications._
Position Title: Ensemble Library Internship
Institution: Interlochen Center for the Arts
Location: Interlochen, Michigan

General Information:
Learn the basics of performance librarianship.
Utilize your newfound skills as ensemble librarian for several of Interlochen's many summer bands, choirs, and orchestras.
Work together as part of Interlochen's extensive summer operations team.

Dates:
Saturday 19 June thru Monday 9 August 2010
includes 3-day training intensive June 19 to 21

Number of positions:
2

http://library.interlochen.org/rooms/MusicLib/IAC10/ELTP.htm

Qualifications:
Music background necessary
Bachelor's degree preferred

Salary and Benefits:
Stipend:
$1,175 for 7 weeks, room and board inclusive

Deadline:
Admission is offered on a rolling basis, so best to submit your application early. All applications must be postmarked by February 28, 2010.

Application:
Apply online:
http://www.interlochen.org/summerjobs

Send questions to:
muslib@interlochen.org

Position Title: Assistant Web Editor
Institution: Music Library Association

Responsibilities: The Music Library Association seeks an Assistant Web Editor to work collaboratively with the Web Editor on all aspects of MLA’s web presence. With the MLA web site, Newsletter, and committees in transition, the Assistant Web Editor will work alongside the Editor, Web Advisory Committee, MLA’s Administration and external web developers to establish a shared vision and implementation plan for MLA’s web site.

Under the direction of the Web Editor, the Assistant will:

- Work directly with content providers to convert content into web pages using the Ektron content management system (CMS), applying the MLA Web Style Guide.
- Help to further develop MLA’s web presence, both within and outside the CMS, and work directly with external developers. Identify new technologies and services that may assist MLA and its committees and other groups in performing the core work of the Association.
- Maintain and promote tools and collaborative workspaces for MLA and its Administrative Structure; train MLA members on their use when necessary.
- Assist with administration of user accounts for the CMS and other web services.
- Collaborate with and provide support for chapter web site and newsletter editors and annual meeting local arrangements committee members.
- Assist in preparing periodic reports for the MLA Board as necessary.
- Participate in meetings and business of the Web Advisory Committee.

Qualifications: Required:

- Demonstrated experience creating well-designed web sites
- Experience writing user-friendly content
- Basic understanding of XHTML, CSS, and web content management systems
- Familiarity with a wide variety of file formats for graphics and text
- Knowledge of and interest in keeping up with web design trends
- Ability to take initiative and work independently and as a member of a team
- Organizational skills, attention to detail, and enthusiasm for problem-solving; ability to meet deadlines
- Excellent English language written and oral communication skills
- Familiarity with the Music Library Association and its membership
- Ability to collaborate and work well with a wide variety of constituencies, including content authors, committee chairs, and the MLA Board

Desired:
• Experience with web site administration
• Experience with tools and services useful for collaboration
• Previous experience with web hosts, domain name providers, etc.
• Extensive experience with XHTML, CSS, and web content management systems
• Familiarity with PHP and ASP.net or other programming languages

Honorarium and Duration:
The Assistant Web Editor receives an annual honorarium of $1200.

Duration of Appointment:
Appointment will be made in March 2010. The term for the Assistant Web Editor is five years, renewable on an annual basis.

Deadline:
February 1, 2010

Application:
Send letter of application, résumé, and names and contact information for three professional references via email to:

John Anderies
janderie@haverford.edu

Interviews will be held at the annual conference in San Diego. Members of the search committee are: John Anderies, chair; Jon Haupt (jhaupt@mail.smu.edu), Erin Mayhood (elm8s@eservices.virginia.edu) and Linda Blotner, ex officio (blotner@hartford.edu). Recommendations for candidacy are welcome and may be sent to any member of the search committee.

Position Title: Music Reference Internship
Institution: Interlochen Center for the Arts
Location: Interlochen, Michigan

General Information:
Utilize your newfound skills as a music librarian providing reference and circulation assistance for faculty, staff, and campers during Interlochen’s annual arts camp.

Work together as part of Interlochen’s extensive summer library team.

Dates:
Thursday 24 June thru Monday 9 August 2010

Number of positions:
Position Title: Assistant Archivist

Institution: Rock and Roll Hall of Fame and Museum

Location: Cleveland, Ohio

General Information: The Rock and Roll Hall of Fame and Museum is a nonprofit organization that exists to educate visitors, fans, and scholars from around the world about the history and continuing significance of rock and roll music. It carries out this mission both through its operation of a world-class museum that collects, preserves, exhibits, and interprets this art form and through its Library and Archives as well as its educational programs. The Library and Archives of the Rock and Roll Hall of Fame and Museum will be the most comprehensive repository of written and audiovisual materials relating to the history of rock and roll. Its mission is to collect, preserve, and provide access to these materials for scholars, educators, students, journalists, and the general public in order to further their understanding of rock and roll, its roots, and its impact on our society.

Responsibilities: The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Assistant Archivist. The Assistant Archivist reports to the Archivist and is responsible for assisting in the archival activities of the Library and Archives, including appraisal, arrangement, description, preservation, reference, and digitization. He/she assists the Archivist with determining departmental needs and advocates for issues relating to or affecting the archival collections; works with the Archivist to set priorities for collection processing and for digitization; participates in the implementation of EAD for encoded finding aids; identifies and refers items

Qualifications: Music background necessary
Bachelor's degree preferred
Library school experience a plus!

Salary and Benefits: Stipend: $800 for 6+ weeks, room and board inclusive

Deadline: Admission is offered on a rolling basis, so best to submit your application early. All applications must be postmarked by February 28, 2010.

Application: Apply online: http://www.interlochen.org/summerjobs
Send questions to: muslib@interlochen.org
as necessary for conservation treatment; submits regular reports on archival 
processing; and assists with reference and reproduction requests. In the absence of 
the Archivist, he/she supervises the activities of certain student employees, interns, 
and volunteers.

Qualifications:  
Required:  
Master's degree in library science, archival studies, or related field; minimum of 
two years processing archival materials in an academic or research library setting; 
background in archival appraisal, arrangement, and description; experience 
working with various physical formats, including paper, sound recordings, video 
materials, and photographs; working knowledge of current metadata and 
descriptive standards, including DACS, EAD, and MARC 21.

Preferred:  
Additional degree in music or related discipline; knowledge of rock and roll and 
related popular music genres; conservation experience; supervisory experience.

Application:  
For consideration, send resume and cover letter detailing your qualifications along 
with salary history to:

Rock and Roll Hall of Fame and Museum  
1100 Rock and Roll Boulevard  
Cleveland, OH 44114-1022  
Attn: Human Resources - Assistant Archivist.

You may also e-mail hr@rockhall.org or fax to: (216) 515-1998. No telephone calls 
please.

See the full ad at http://www.rockhall.com/careers/assistant-archivist-job-no-
0909.
relating to the history of rock and roll. Its mission is to collect, preserve, and provide access to these materials for scholars, educators, students, journalists, and the general public in order to further their understanding of rock and roll, its roots, and its impact on our society.

**Responsibilities:**

The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Catalog and Metadata Librarian. The Catalog and Metadata Librarian reports to the Director of Library and Archives and is responsible for overseeing the cataloging of library materials and the creation of metadata for digital collections in the Library and Archives. The Catalog and Metadata Librarian performs original and copy cataloging for library materials in several formats; performs subject analysis, classification, and authority work; and monitors and supports adherence to standards of bibliographic control and access. The Catalog and Metadata Librarian creates metadata for digital objects, including text, images, audio, and video; and monitors and supports adherence to standards for metadata. He/she supervises and provides training to one or more support staff in performing cataloging and metadata work; serves as a resource for Library and Archives staff on cataloging and metadata issues; remains current on national standards for cataloging practices, revisions in cataloging rule interpretations, and metadata standards; and evaluates, recommends, and implements the use of metadata standards in the Library and Archives. He/she may also devote a few hours per week to providing reference service to library users and participate in collection development for the Library and Archives.

**Qualifications:**

**Required:**

Master's degree from an ALA-accredited program in library or information science; minimum of three years experience cataloging in an academic, research, or special library environment; experience performing original and copy cataloging of music and music-related materials in several formats, including monographs, serials, sound recordings, and video recordings; knowledge of AACR2, Library of Congress Rule Interpretations, Library of Congress Subject Headings, MARC formats, and DACS; experience creating metadata for description of digital objects in a digital asset management system; understanding of metadata standards and schemas used to describe and manage digital collections, including Dublin Core, TEI, VRA, MODS, and METS.

**Preferred:**

Undergraduate and/or advanced degree in music or other relevant degree; knowledge of music reference sources and research tools; knowledge of the history of rock and roll and related popular music genres; familiarity with archival arrangement and description; supervisory experience.

**Application:**

For consideration, send resume and cover letter detailing your qualifications along with salary history to:

Rock and Roll Hall of Fame and Museum
1100 Rock and Roll Boulevard
Cleveland, OH 44114-1022
Attn: Human Resources - Catalog and Metadata Librarian.

You may also e-mail hr@rockhall.org or fax to: (216) 515-1998. No telephone calls please.