

Music Library Association Job Archives – 2011

JANUARY

Librarian (Cataloger)	Library of Congress
Music Librarian	University of Hong Kong
Special Assistant	Library of Congress
Ensemble Library Intern	Interlochen, Center for the Arts
Music Reference Intern	Interlochen, Center for the Arts
Orchestra Librarian (seasonal, part-time)	Peninsula Music Festival

FEBRUARY

Director of the Hamon Arts Library	Southern Methodist University
Chief Librarian	Royal College of Music
Liaison Librarian for Media Arts and Design	Drexel University
Music Librarian	Westminster Choir College
Music Librarian	Westminster Choir College
Digital Archivist	Rutgers University
Music Librarian	Sarah Lawrence College
Junior Fellows Summer Intern(s)	Library of Congress
Orchestra Librarian	Aspen Music Festival and School
Head of Music Cataloging, William and Gayle Cook Music Library; Assistant Librarian/Associate Librarian	Indiana University Bloomington Libraries
Librarian (Cataloger)	Library of Congress

MARCH

Performance Library Student	Sarasota Music Festival
Music Librarian (Half-time)	Davidson College
Seasonal Library Clerk	Banff Centre
Ensemble Library Intern	Interlochen, Center for the Arts
Music Lab/Library Instructor	Pasadena City College
Sound Archivist	Syracuse University

APRIL

Administrative Librarian	Visible Music College
Editor, Grove Music/Oxford Music Online	Oxford University Press, Inc.
Music Library Assistant Manager	University of Southern California
Music and Education Liaison Librarian (Librarian I or II)	University of Saskatchewan
Public Services Librarian	Boston Conservatory
Head of Archival and Collection Services	Rutgers University
Curator of the Harvard Theatre Collection	Harvard University
Music and Government Documents Librarian	Auburn University

MAY

Assistant Professor / Content Development Librarian	Kansas State University
Associate Professor/Professor – Director	Syracuse University
Visiting Music Library Consultant	Mahidol University
Library Technician	Colburn School

JUNE**JULY**

Library Supervisor 1	University of Washington
Ensemble Librarian	The Juilliard School
Cataloging Assistant	Westminster Choir College
Multimedia Services & Music Librarian	Illinois State University
Director of the Hamon Arts Library	Southern Methodist University
Performing Arts Librarian	Brown University

AUGUST

Music Librarian	“The President’s Own” United States Marine Band
Part-time Cataloging Assistant (Library Assistant 3)	Center for Popular Music
Digital Collections Librarian	Country Music Hall of Fame

SEPTEMBER

Non-Print Catalog Librarian, Librarian I	Michigan State University
Humanities Librarian	Grinnell College
Music Librarian	Belmont University
Liaison Librarian	Banff Centre
Digital Program Librarian	Loyola Marymount University
Editor Assistant II	University of California Santa Barbara
Editorial Assistant	University of California Santa Barbara

OCTOBER

Publicity & Outreach Officer	Music Library Association
Technical Library Assistant	Rowan University
Editor, MLA Index and Bibliography Series	Music Library Association
Music Librarian for Special Collections	University of North Texas

NOVEMBER

Music Reference Intern	Interlochen, Center for the Arts
Ensemble Library Intern	Interlochen, Center for the Arts
Music Librarian	Davidson College
Performing Arts Librarian	University of California Santa Barbara
Director, Institute of Jazz Studies, John Cotton Dana Library	Rutgers University

DECEMBER

Multimedia Librarian	Youngstown State University
Archivist	Pacifica Foundation
Department Head, Full-time	Carnegie Library of Pittsburgh
Music Cataloger	University of South Carolina

Position Title	Librarian (Cataloger)
Institution	Library of Congress
Location	Culpeper, Virginia
General Information	<p>The Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 140 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 19 million items online at its award-winning Web site.</p> <p>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.</p> <p>The Motion Picture, Broadcasting and Recorded Sound Division is responsible for the acquisition, processing, preservation, duplication and reference servicing of the audio and motion picture film 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.</p> <p>This position is located in the Motion Picture, Broadcasting and Recorded Sound Division at the Packard Campus in Culpeper, VA.</p> <p>The position description numbers for these positions are 12756, 12757, and 12758.</p> <p>The incumbent of this position will work a flextime work schedule. This is a non-supervisory, bargaining unit position.</p> <p>Relocation expenses are not authorized for the person(s) selected under this vacancy announcement.</p>
Position Details	<p>Performs original and copy cataloging of published and unpublished sound recordings and related materials on various levels in machine-readable cataloging format where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Upgrades preliminary records created by technicians or converted from external databases to full MARC cataloging records. Assigning subject headings to material can be done relatively easily by comparing the content with a standard list of terms. Solves common issues/problems reported by catalogers promptly and independently, involving the supervisor on only the more complex issues/ problems.</p> <p>Analyses and organizes standard subject data related to sound recordings to determine its relationship or relevance to the item in hand. Information is gathered, evaluated, and organized using standard rules, guidelines, sources and established methods and</p>

	<p>practices. May participate in formulating plans for modifications and enhancements in work practices and methods. Works with others to implement prepared training courses and materials. Works with others to develop, coordinate, and/or conduct training programs involving computer cataloging and inventorying of sound recordings. Prepares instructional guides, information packets, and other resource materials. Supplies training to Library technicians, temporary staff, and interns in the unit as assigned. Researches training needs as new functions are added and changes in current procedures take place.</p>
<p>Qualifications</p>	<p>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.</p> <p>Knowledge of cataloging rules, procedures and practices. **</p> <p>Knowledge of recorded sound history and formats. **</p> <p>Ability to research, analyze and evaluate data.</p> <p>Ability to communicate in writing.</p> <p>Ability to communicate effectively other than in writing.</p> <p>No additional requirements to those listed above.</p>
<p>Salary and Benefits</p>	<p>The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.</p> <p>Salary and Benefits Salary range: \$51,630.00 - \$97,333.00 /year Benefits: Please visit our website at www.loc.gov/hr/employment/index.php and click Federal Benefits.</p>
<p>Deadline</p>	<p>02/11/2011</p>
<p>Application</p>	<p>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.</p> <p>For the full job listing and information on how to apply, see: http://jobview.usajobs.gov/GetJob.aspx?JobID=96106952&JobTitle=Librarian+(Cataloger)&q=Library+of+Congress&where=culpeper,+va&brd=3876&vw=b&FedEmp=N&FedPub=Y&x=49&y=11&AVSDM=2011-01-25+11:36:00</p>

Position Title	Music Librarian
Institution	University of Hong Kong
Location	Hong Kong
General Information	<p>Founded in 1911, The University of Hong Kong is committed to the highest international standards of excellence in teaching and research, and has been at the international forefront of academic scholarship for many years. Ranked 24th among the top 200 universities in the world by the UK's Times Higher Education, the University has a comprehensive range of study programmes and research disciplines spread across 10 faculties and about 100 sub-divisions of studies and learning. There are over 23,400 undergraduate and postgraduate students coming from 50 countries, and more than 1,200 members of academic and academic-related staff, many of whom are internationally renowned.</p> <p>Applications are invited for appointment as Music Librarian (at the rank of Assistant Librarian I or Assistant Librarian II) in the University Libraries, from as soon as possible, on a two-year fixed-term basis, with the possibility of renewal.</p>
Position Details	<p>The appointee will be required to build print and electronic collections, provide group and individual user education and consultation services, and to participate in the development of the Branch Libraries Services Team policies and programmes. The appointee will also provide information-related services at the soon to be completed Learning Commons facility at the Centennial Campus.</p> <p>Applicants with 5 or more years of post-qualification experience will be considered for appointment at the rank of Assistant Librarian I. The appointee is also encouraged to develop his/her own self and to make contributions to the profession. Further information about the post can be obtained at http://lib.hku.hk/employment/MusAL.html.</p> <p>Applicants who have responded to the previous advertisement (Ref.: 20100573) need not re-apply as their applications will be considered together.</p>
Qualifications	<p>Applicants should have significant training and experience in meeting the information needs of Music students and staff as evidenced by: 1) EITHER a good first degree in Music or Arts; AND a recognized professional qualification in information science (M.L.S. or equivalent) with at least 1 year of post-qualification experience in academic libraries or teaching experience in universities which should be related to music or a related discipline; OR a Master's degree in Music or other advanced degree (M.Phil.; Ph.D.) in a relevant area of Arts plus at least 1 year of post-qualification teaching experience; OR a recognized professional qualification in information science with at least 1 year of post-qualification experience in academic libraries or teaching experience in universities which should be related to music or a related discipline; 2) strong written and oral communication skills in English (spoken and written skills in Chinese are not required but will be seen as a plus); and the ability to liaise with vendors, all levels of Library staff, AND students and staff of the Arts Faculty and others as necessary.</p>

Salary and Benefits	<p>Annual salaries will be in the following ranges (subject to review from time to time at the entire discretion of the University):</p> <p>Assistant Librarian I: HK\$433,320 – 721,080</p> <p>Assistant Librarian II: HK\$433,320 – 621,900 (approximately US\$1 = HK\$7.8)</p> <p>At current rates, salaries tax does not exceed 15% of gross income. The appointments will attract a contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 15% of basic salary, as well as leave, and medical/dental benefits.</p>
Deadline	02/28/2011
Application	<p>Further particulars and application forms (152/708) can be obtained at http://www.hku.hk/apptunit/; by fax (2540 6735 or 2559 2058); e-mail (senrappt@hku.hk); in person or by writing to the Appointments Unit (Senior), Human Resources Section, Registry, Room 10-01, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong.</p> <p>Closes October 9, 2010. Candidates who are not contacted within 2 months of the closing date may consider their applications unsuccessful.</p> <p>The University is an equal opportunity employer and is committed to a No-Smoking Policy.</p>

Position Title	Special Assistant
Institution	Library of Congress
Location	Culpeper, Virginia
General Information	<p>The Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 140 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 19 million items online at its award-winning Web site.</p> <p>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.</p> <p>The Special Assistant position reports directly to the Chief of the Packard Campus for Audio Visual Conservation in support of the mission and programs of Library Services. The incumbent provides critical administrative and program support to the Chief of the Packard Campus in exercising his responsibilities. In addition, the Special Assistant undertakes special projects as requested by the Chief of the Packard Campus.</p> <p>This position is located in the National Audio Visual Conservation Center, Library</p>

	<p>Services.</p> <p>The position description number for this position is 200514.</p> <p>The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.</p> <p>The incumbent of this position will work a flextime work schedule.</p> <p>This is a non-supervisory, non-bargaining unit position.</p> <p>Relocation expenses are not authorized for the person(s) selected under this vacancy announcement.</p>
Position Details	<p>Administers, coordinates, and conducts special projects assigned by the Chief of the Packard Campus for Audio Visual Conservation. Compiles various special analyses and reports on every aspect of the Packard Campus for Audio Visual Conservation operations and programs and recommends improvements for operations or services. Develop long-range and annual management plans consistent with the goals and objectives, and identify opportunities for improving methods and procedures. Manages effective working relationships with other Library managers and staff, outside government entities, universities and private sector organizations impacted by Audio Visual Conservation programs to gain a better understanding of their interests and to facilitate their participation and understanding. Provides information to these contacts regarding requirements and collects information needed to address issues raised in correspondence/telephone requests.</p>
Qualifications	<p>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.</p> <p>Knowledge of cultural history relating to one or more major areas of film, television, radio, or recorded sound production in the U.S., including pertinent laws, regulations, access policies and precedents relating to audiovisual materials. **</p> <p>Ability to apply effective analytical and evaluative techniques to program operations related to audiovisual preservation. **</p> <p>Ability to perform liaison activities in support of administrative programs.</p> <p>**</p> <p>Ability to plan and manage special projects.</p> <p>Ability to communicate in writing.</p> <p>Ability to apply administrative processes and techniques</p> <p>Ability to interact collaboratively with others.</p> <p>No additional requirements to those listed above.</p>
Salary and Benefits	<p>Salary range: \$74,872.00 - \$97,333.00 /year</p> <p>Benefits: Please visit our website at www.loc.gov/hr/employment/index.php and click Federal Benefits.</p>
Deadline	02/18/2011
Application	<p>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</p>

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.

For the full job listing and information on how to apply, see:

<http://jobview.usajobs.gov/GetJob.aspx?JobID=95891400&JobTitle=Special+Assistant&q=library+of+congress&where=culpeper,+va&x=0&y=0&brd=3876&vw=b&FedEmp=N&FedPub=Y&AVSDM=2011-01-19+00:03:00>

Position Title	Ensemble Library Intern
Institution	Interlochen Center for the Arts
Location	Interlochen, Michigan
Position Details	<p>Learn the basics of performance librarianship. Utilize your newfound skills as ensemble librarian to serve the music needs of campers (high school, intermediate, junior), faculty, staff, and alumni participating in large performing ensembles (band, choir orchestra, etc.) during Interlochen's 6-week arts camp. Work together as part of Interlochen's extensive summer operations team.</p> <p>Duties include distributing music for large performing groups, photocopying, marking string parts, repairing and filing music. Program includes a 3-day learning intensive covering the basics of performing ensemble librarianship. Each ensemble librarian will be responsible for all music preparation and distribution for their assigned ensembles and must participate in a team environment. Participate as part of management team with daily ensemble rehearsals.</p> <p>Dates: Saturday, June 18 thru Monday, August 8 (includes 3-day training June 18 to 20) Number of positions: 7 http://library.interlochen.org/rooms/MusicLib/IAC11/ELTP.htm</p>
Qualifications	Music background necessary; bachelor's degree preferred. Attention to detail and ability to work in a fast-paced deadline-driven environment are musts. Must be able to lift and transport boxes on wheeled carts across campus.
Salary and Benefits	Stipend: \$1,175 for 7 weeks, room and board inclusive
Deadline	02/28/2011
Application	Admission is offered on a rolling basis, so best to submit your application early. All applications must be postmarked by February 28, 2011.

Apply online: <http://www.interlochen.org/summerjobs>
Send questions to: muslib@interlochen.org

Position Title	Music Reference Intern
Institution	Interlochen Center for the Arts
Location	Interlochen, Michigan
Position Details	<p>Utilize your newfound skills as a music librarian providing reference and circulation assistance for faculty, staff and campers (high school, intermediate, junior) during Interlochen's annual arts camp. Work together as part of Interlochen's extensive summer library team. Duties include circulating printed music, recordings, photocopying, and acting as an information source for music reference. Assist Ensemble Librarian Interns as needed.</p> <p>Dates: Thursday 23 June thru Monday 8 August 2011 Number of positions: 2 http://library.interlochen.org/rooms/MusicLib/IAC11/MRI.htm</p>
Qualifications	Music background necessary; bachelor's degree preferred. Library school experience a plus! Excellent customer service skills, attention to detail and willingness to participate in a team environment required.
Salary and Benefits	Stipend: \$940 for 6+ weeks, room and board inclusive
Deadline	02/28/2011
Application	<p>Admission is offered on a rolling basis, so best to submit your application early. All applications must be postmarked by February 28, 2011.</p> <p>Apply online: http://www.interlochen.org/summerjobs</p> <p>Send questions to: muslib@interlochen.org</p>

Position Title	Orchestra Librarian (seasonal, part-time)
Institution	Peninsula Music Festival
Location	Door County, Wisconsin
General Information	The Peninsula Music Festival is a professional symphony orchestra presenting nine different symphonic concerts in three weeks each

	<p>August. Prior to applying, visit the Festival’s website to learn more about the extensive programs of the Peninsula Music Festival. http://www.musicfestival.com</p>
Position Details	<p>Responsibilities include procuring music, including contracts for rental sets; music preparation (copying bowings as indicated by the conductor(s), checking parts for consistency, marking cuts, etc.); extra scores; making practice parts (photocopying and scanning to PDF files for electronic availability); sorting music into and out of folders; preparing music for return shipment to rental libraries; filing copies of masters for the season in the bowing archive; concert and rehearsal duty. Librarian is responsible for having use of a personal vehicle to commute between the festival office and the concert hall. The librarian must work closely and effectively with office staff, the conductors, orchestra players, and guest artists.</p> <p>Librarian must be in Door County at least 4 weeks (one week prior to and the three weeks of the festival) or longer, depending upon availability. Much advance work for the season (rental contracts, copying bowings, making practice parts, etc. may be done on or off site. During the three weeks of the festival the librarian’s work schedule is demanding, including concert duty for all nine different programs during the three-week festival in August.</p>
Qualifications	<p>The ideal candidate must be able to read music and have a music background with a preference for a Bachelor’s Degree or equivalency. A familiarity with orchestra repertoire and instruments is a must. The ability to work under stress with a large group of people is also required.</p>
Salary and Benefits	<p>Stipend negotiated. There are no paid benefits. Responsible for arranging own housing in Door County</p>
Application	<p>Application details: Send cover letter, resume and references to: Sharon Grutzmacher, Executive Director Peninsula Music Festival P.O. Box 340 Ephraim, WI 54211</p>

Position Title	Director of the Hamon Arts Library
Institution	Southern Methodist University
Location	Dallas, Texas
General Information	<p>Central University Libraries at Southern Methodist University seeks a strong, creative and energetic leader to serve as Director of the Hamon Arts Library. Hamon is located within and serves students, faculty and staff of SMU's exciting Meadows School of the Arts, which aims to educate visionary artists, scholars, and arts and communications professionals prepared to transform local and global society. The Hamon Arts Library includes extensive online and print holdings relating to the visual</p>

and performing arts, as well as the Jerry Bywaters Special Collections Wing and the G. William Jones Film and Video Collection.

The Director of the Hamon Arts Library will provide leadership and expertise in developing programs for effective and innovative delivery of collections and services to faculty, staff and students in Meadows.

The position directly supervises three professional subject specialists who, with the Director, provide collection development, reference and instructional services for Meadows departments; two curators of special collections; and three library specialists.

The position reports to the Assistant Dean for Scholarly Resources and Research Services for Central University Libraries. Central University Libraries is committed to supporting SMU's aspiration to become a leading research institution within a dynamic, engaged learning environment and is engaged in positive change in support of the teaching, research and creative needs of student, faculty and staff research on campus.

Position Details

Primary duties and responsibilities include, but are not limited to:

- Providing leadership and vision for the collections, services and technology of the Hamon Arts Library;
- Working collegially with staff and faculty in the Meadows School of the Arts to address their information needs and to promote the resources and services of the library;
- Administering the budget of the Hamon Arts Library, including university-allocated and restricted funds;
- Creating and maintaining records, reports and statistics;
- Supervising and encouraging professional development, as well as evaluating the performance of direct reports;
- Writing grants in support of Hamon collections and services;
- Serving on library, school and university committees;
- Other duties as assigned.

Qualifications

Master's degree in library science from an ALA-accredited institution is required. A Bachelor's degree in an arts discipline is also required.

Graduate degree in an arts discipline is strongly preferred.

A minimum of five years' of increasing responsible post-MLS experience in an academic library is required, preferably an arts library.

Experience supervising a library professional staff is also required.

Experience in providing reference and user education and in collection development is essential, preferably in an arts library.

Knowledge, Skills & Abilities

Candidates must demonstrate strong verbal and interpersonal communication skills with the ability to work collegially with faculty, staff and students. Must also demonstrate the ability to communicate effectively in writing.

Candidates must possess strong organizational and project management skills to effectively develop plans, set goals, prioritize and meet deadlines. Must also possess strong problem solving skills with the ability to evaluate and develop effective solutions.

Candidates must possess strong leadership and management skills with the ability to lead a team. The ability to provide leadership in the innovative effective use of emerging technologies is essential. Willingness to undertake transformative change is essential.

Candidates must possess a strong knowledge of computer based technology and the ability to adopt new technologies. A strong knowledge and understanding of information literacy and reference best practices, current issues and trends is essential. Experience with assessment methodologies is highly desirable.

Salary and Benefits	Salary commensurate with experience and qualifications. Priority consideration will be given to submissions received by March 15, 2011.
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Deadline	The position is open until filled. SMU is AA/EO employer committed to excellence through diversity.
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Application	To apply for this position, please see: https://access.smu.edu/psp/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1
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Position Title	Chief Librarian
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Institution	Royal College of Music
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General Information	The RCM library is one the world's great music libraries. With the retirement of the current Chief Librarian, Pam Thompson, the College is now recruiting to this important post.
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The RCM Library has exceptional, internationally renowned collections dating from the late 15th century onwards. These include significant archives of early printed music and manuscripts, as well as performing materials, recorded music and musical literature. It offers an increasing number of digital resources. Primarily a resource for staff and students, the Library is also open to the public for reference and attracts researchers from all over the world. It provides services for loan, reference and research, listening, performance and advice and supplies material for orchestras, ensembles, choirs and

	classes. The Library works closely with the staff of the other RCM collections of historical instruments, portraits and iconographical material.
Position Details	The Chief Librarian is expected to take an active leadership role in developments in the wider library and musical worlds, such as those relating to access and the role of digital media, to ensure that the library maintains and enhances its national and international standing. With a team of 9 library staff, the Chief Librarian manages the provision of a comprehensive library service, managing its loan, reference, audiovisual and research services.
Qualifications	The successful applicant will have an extensive knowledge of printed music, music repertoire, music literature, music publishing and music history; a good understanding of the needs of performing musicians and researchers within an international community; LIS qualifications or wide experience of the music library and broader library fields, as well as knowledge of digital technologies and their application in libraries. The post will require significant organisational, management and team leadership experience and skills and excellent interpersonal and communication skills. Initiative, drive and enthusiasm, as well as an ability to prioritise a busy workload and work effectively under pressure, are essential.
Deadline	Closing date for receipt of applications is 12 noon on Friday 18 March 2011. Interviews will be held on Friday 1 April 2011
Application	For further details and an application form see the RCM website at www.rcm.ac.uk . Completed application forms should be returned to Liz Ingram, Human Resources, Royal College of Music, Prince Consort Road, London SW7 2BS or eingram@rcm.ac.uk The Royal College of Music is an Equal Opportunities employer.

Position Title	Liaison Librarian for Media Arts and Design
Institution	Drexel University
Location	Philadelphia, Pennsylvania
General Information	Reporting to the Head of Liaison & Instruction, the Liaison Librarian for Media Art & Design serves as liaison between the University Libraries and the Antoinette Westphal College of Media Arts & Design. This includes responsibility for developing and managing the libraries' collaborative relationships with the departments and programs of the college; including development of library collections, provision of specialized reference, instruction, and consultative services. It is key that the incumbent develop appropriate subject competency and maintain awareness of faculty research and curriculum needs in subject departments.
Position Details	Essential Functions: Instruction

- Develop, provide, and assess course-related instruction sessions to meet the needs of users.
- Collaborate with college faculty and staff to integrate research and information-seeking instruction into appropriate courses and curriculum.
- Create and maintain web-based research guides, instructional materials, and web pages to help users in their research.

Collection development

- Develop and manage the libraries' electronic and print collections in support of departments and programs of Westphal College, including: digital media, graphic design, art history, architecture, fashion design, dance, film & video, music industry, and arts administration.
- Collaborate with faculty members about collection materials and collection management projects.
- Manage expenditures of materials budgets for expenditures related to media arts & design.
- Keep up-to-date with resources and services in subject areas and recommend enhancements.

Reference

- Provide specialized and customized reference services for users in relevant subject areas.
- Support users in person, by telephone and email, and through virtual reference.
- Provide general reference service in collaboration with the Hagerty Reference group.
- Other duties as assigned.

Qualifications

Required:

MLS degree from an ALA-accredited program. Three years of professional experience in an academic library; including work in reference, instruction and/or and collection development.

Knowledge and familiarity of electronic and print resources pertinent to fields within the arts and design.

Strong service orientation.

Excellent communication, writing, and. Effective presentation skills.

Excellent organizational skills, including time management and project management.

Excellent interpersonal skills. Ability to communicate with and understand the needs of both faculty and students. Ability to contribute to a collegial team-oriented environment.

Enthusiasm for and knowledge of technology and an ability to think innovatively about using technology in libraries and academic settings to enhance reference and instruction services. Familiarity with current and emerging trends and technologies in academic libraries.

Demonstrated record of participation in professional library associations and/or contributions to a university community.

Strongly preferred:

Second masters degree a related field.

Experience with grant writing. Collaborative/team player comfortable leading as well as

	executing and taking constructive input from multiple sources.
Salary and Benefits	Competitive salary
Application	To apply, visit: https://www.drexeljobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1298401387299

Position Title	Music Librarian
Institution	Westminster Choir College
Location	Princeton, NJ
General Information	Westminster Choir College of Rider University seeks a full-time music librarian for its Talbott Library in Princeton, New Jersey. Library faculty members cover a workload which includes reference work and information literacy instruction, collection development, cataloging and other professional activities and must be available to accommodate some evening and weekend hours.
Position Details	<p>The successful candidate will: provide and participate in developing departmental vision and goals; participate in the development, implementation, and assessment of services, policies, and procedures; provide reference and research assistance; serve as liaison to specific academic programs and take responsibility for collection development in assigned areas; participate in an active library and information literacy instruction program; provide leadership in relevant areas of responsibility; prioritize, implement, and execute projects in a timely manner; adapt to new and/or unfamiliar situations and pursue projects/initiatives in a rapidly changing environment; and engage in research and development activities which support the University's mission of teaching, research, and public service.</p> <p>Additionally the successful candidate will: provide leadership in the continual development of media resources; develop and provide access to media collections; evaluate and implement new media technologies; implement new media formats including plans for content reformatting; and be knowledgeable of media librarianship best practices, current issues, and trends.</p>
Qualifications	A Master's degree from an ALA accredited library school or an equivalent graduate library science/information studies degree along with a degree in music is required. Successful candidate should also possess: knowledge of standards of bibliographic control; bibliographic knowledge of one or more languages in addition to English; evidence of high level of interpersonal, organizational and project management skills; evidence of strong oral and written communications skills; evidence of ability to work both independently and collaboratively in a collegial, team work environment and maintain positive professional working relationships; and evidence of ability to work gracefully with diverse temperaments.

Preferred qualifications include: Master’s degree in music (which is required for tenure); evidence of initiative and resourcefulness in past activities; experience in managing a diverse range of activities in a highly visible, face paced academic environment; working knowledge of the issues in digitization and delivery of digital content in an academic environment; knowledge of standards of preservation, conservation, archival policies and procedures; evidence of successful grant writing; understanding of the key issues and trends in academic reference services; and experience creating online finding aids, exhibits, and guides.

The Rider University community is composed of faculty, staff and students from a wide range of culturally diverse backgrounds. Applicants should be experienced with, and committed to work in and with, such a diverse population. Candidates with a demonstrated commitment supportive of the multicultural needs of Rider University and the surrounding community are highly desired.

Application

All applicants must complete an on-line application at www.rider.edu/hr, ‘Employment Opportunities’; ‘Create Application’; and attach letter of intent and curriculum vitae. Undergraduate and graduate transcripts and three letters of recommendation also are required and can be sent separately to: Manager of Employment, Rider University, 2083 Lawrenceville Road, Lawrenceville, NJ 08648-3099, Position 300452.

Rider University is an equal opportunity/affirmative action employer dedicated to excellence through diversity and does not discriminate on the basis of age, race, sex, disability, sexual orientation, national origin, religion, or any other non-job related criteria.

Position Title	Music Librarian
Institution	Westminster Choir College
Location	Princeton, NJ
General Information	Westminster Choir College of Rider University seeks a full-time music librarian for its Talbott Library in Princeton, New Jersey. Library faculty members cover a workload which includes reference work and information literacy instruction, collection development, cataloging and other professional activities and must be available to accommodate some evening and weekend hours.
Position Details	The successful candidate will: provide and participate in developing departmental vision and goals; participate in the development, implementation, and assessment of services, policies, and procedures; provide reference and research assistance; serve as liaison to specific academic programs and take responsibility for collection development in assigned areas; participate in an active library and information literacy instruction program; provide leadership in relevant areas of responsibility; prioritize, implement, and execute projects in a timely manner; adapt to new and/or unfamiliar situations and pursue projects/initiatives in a rapidly changing environment; and engage in

research and development activities which support the University's mission of teaching, research, and public service. Additionally the successful candidate will: provide strong support for public service activities; provide reference and research assistance for the Special Collections and Archives; prioritize and implement Special Collections and Archives projects with the goal of development, access (including digitization), outreach, research, and security and preservation of print, audio and other types of materials; establish, promote, and sustain an institutional records program; guide campus digitization initiatives, including establishing standards, workflows, and policies for such projects for Special Collections and Archives; and design and mount exhibits.

Qualifications

A Master's degree from an ALA accredited library school or an equivalent graduate library science/information studies degree along with a degree in music is required. Successful candidate should also possess: knowledge of standards of bibliographic control; bibliographic knowledge of one or more languages in addition to English; evidence of high level of interpersonal, organizational and project management skills; evidence of strong oral and written communications skills; evidence of ability to work both independently and collaboratively in a collegial, team work environment and maintain positive professional working relationships; and evidence of ability to work gracefully with diverse temperaments.

Preferred qualifications include: Master's degree in music (which is required for tenure); evidence of initiative and resourcefulness in past activities; experience in managing a diverse range of activities in a highly visible, face paced academic environment; working knowledge of the issues in digitization and delivery of digital content in an academic environment; knowledge of standards of preservation, conservation, archival policies and procedures; evidence of successful grant writing; understanding of the key issues and trends in academic reference services; and experience creating online finding aids, exhibits, and guides.

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Application

All applicants must complete an on-line application at www.rider.edu/hr, 'Employment Opportunities'; 'Create Application'; and attach letter of intent and curriculum vitae. Undergraduate and graduate transcripts and three letters of recommendation also are required and can be sent separately to:

Manager of Employment, Rider University, 2083 Lawrenceville Road, Lawrenceville, NJ 08648-3099, Position 300449.

Rider University is an equal opportunity/affirmative action employer dedicated to excellence through diversity and does not discriminate on the basis of age, race, sex, disability, sexual orientation, national origin, religion, or any other non-job related criteria.

Position Title

Digital Archivist

Institution	Rutgers University
Location	New Brunswick, New Jersey
General Information	<p>LIBRARY PROFILE: The Rutgers University Libraries (RUL), comprised of libraries on the University's Camden, New Brunswick, and Newark Campuses, all reporting to the Vice President for Information Services and University Librarian, operate as a unified library system with coordinated public services, technical services, and collection development. The Libraries have a staff of 304, a budget of \$21 million, and holdings numbering more than 3.6 million volumes. Rutgers University Libraries are a member of ARL, CRL, Lyasis, Metro, NERL, and VALE, and use SirsiDynix and OCLC as their primary bibliographic utilities. Rutgers University is a member of the Association of American Universities. Special Collections and University Archives are located in the Alexander Library (the research library for the social sciences and the humanities) on the New Brunswick campus. The largest of the three regional campuses, it supports over 33,000 graduate and undergraduate students, in approximately 100 undergraduate programs, more than 80 graduate/professional programs, and 60 doctoral programs as a Carnegie classification Research Universities (very high research activity) campus. Special Collections and University Archives is a university-wide unit with outstanding manuscript, archival, and printed collections in its manuscript, rare book, University Archives, map, pictorial, and state and local history collections. The Institute of Jazz Studies is located in the Dana Library on the university's Newark Campus. It is one of the largest collections representing the breadth of jazz history in the country. For more information go to the RUL website: http://www.libraries.rutgers.edu and to learn about the Special Collections and University Archives go to: http://www.libraries.rutgers.edu/rul/libs/scua/scua.shtml. \</p> <p>TheInstitute of Jazz Studies website is located at: http://newarkwww.rutgers.edu/IJS/. Rutgers is an ADVANCE institution, committed to increase diversity and the participation and advancement of women in the STEM disciplines.</p>
Position Details	<p>The Rutgers University Libraries seek a Digital Archivist to lead the digital initiatives of the Libraries' Special Collections and University Archives based on the New Brunswick Campus. The position will also work with the Institute of Jazz Studies in the Dana Library on the university's Newark campus. The position will be responsible for managing the creation and conversion of finding aids to the online environment, collaborating in the Libraries digital preservation efforts, and promoting the digitization of Special Collections resources, including converting analog material to digital. The Digital Archivist will also work closely with colleagues who are creating digital exhibits and managing born-digital material.</p> <p>This is a tenure-track faculty position, requiring research and publication, and active participation in professional associations. The Digital Archivist reports to the Interim Associate University Librarian for Collection Management and Development.</p>
Qualifications	<p>Required: ALA accredited Master's degree in Library and Information Science or an equivalent degree in Archival Studies. Three or more years experience working with archival resources. Demonstrated knowledge of technologies applicable for the archival</p>

	<p>environment, copyright, digitization, metadata standards, and emerging technologies required. The Digital Archivist must be a good collaborator and committed to user-centered services.</p> <p>Preferred: Second Master's degree in an appropriate discipline.</p>
Salary and Benefits	<p>SALARY: Salary will be commensurate with qualifications and experience.</p> <p>STATUS/BENEFITS: Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and vision plans, tuition remission, one month vacation.</p>
Application	<p>REVIEW OF APPLICATIONS AND INTERVIEWS WILL BEGIN IMMEDIATELY AND CONTINUE UNTIL THE POSITION IS FILLED. SUBMIT RESUME, COVER LETTER, AND NAMES OF THREE REFERENCES TO: Sandra Troy (APP. 189), University Libraries Human Resources Manager, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email: rulhr@rulmail.rutgers.edu, FAX: 732-932-7637</p> <p>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.</p>

Position Title	Music Librarian
Institution	Sarah Lawrence College
Location	Bronxville, NY
General Information	<p>Sarah Lawrence College, a small liberal arts college located just north of Manhattan seeks a dynamic music librarian with excellent interpersonal skills to manage print, audio, and digital services offered by the library. The individual will work as a member of the Research Instructional Technology Services unit to advance the collection, organization, distribution, and long-term preservation of resources in music to serve the Sarah Lawrence community.</p>
Position Details	<p>Responsibilities include planning and monitoring Music library operations and serving as liaison to the dance and theater departments, using innovative ways of using evolving technologies to support the creative and scholarly activities of these departments and related interdisciplinary efforts, cataloging and classifying monographs, scores, and audio/visual materials, bibliographic instruction, collection development in music, providing reference assistance to students and faculty using print and electronic resources.</p> <p>Position begins 7/1/2011.</p>
Qualifications	<p>Must have Master's degree from an ALA-accredited library program, subject background in music is required; familiarity with other performing arts is preferred. Experience in</p>

	developing and providing course-related and other instructional sessions required, some familiarity with music cataloging is desired. Excellent communication, writing, and organizational skills, strong service orientation, experience in instructional technology and music resources highly desirable, reference and/or instruction experience preferred. Should have a high comfort level with innovative projects involving new technologies.
Application	To apply visit: slc.simplehire.com SLC is an EOE employer committed to achieving a racially and culturally diverse community.

Position Title	Junior Fellows Summer Intern(s)
Institution	Library of Congress
Location	Washington, District of Columbia
General Information	<p>The Library of Congress Junior Fellows Summer Intern program offers undergraduate and graduate students insights into the environment and culture of the world's largest and most comprehensive repository of human knowledge. Working under the direction of Library curators and specialists in various divisions, interns explore and increase access to the institution's unparalleled collections and resources. Interns are exposed to a broad spectrum of library work: copyright, preservation, reference, and access standards. In the past, summer interns have identified hundreds of historical, literary, artistic, cinematic and musical gems representing the Library's rich cultural, creative and intellectual assets. No previous experience is necessary, but internships are competitive and listed skills and or knowledge may be desired. Selections are based on academic achievement, letters of recommendation, and an interview with a selection official.</p> <p>For more information about the program, see: http://www.loc.gov/hr/jrfellows/index.html</p>
Position Details	The focus of the 2011 program is on increasing access to collections and awareness of the Library's copyright and special collections by making them better known and accessible to researchers including scholars, students, teachers, and the general public. Interns will help the Library expose unprocessed collections, provide additional services, or make our collections more immediately accessible to scholars. Upon completion of research assignments, interns work closely with Library specialists and curators to plan a display and discussion in the historic Thomas Jefferson Building featuring their most significant discoveries. The Library of Congress is once again appreciative of the generosity of the late Mrs. Jefferson Patterson and the James Madison Council for making the Summer Intern Program possible.
Qualifications	Applicants must be U. S. citizens, currently enrolled in a degree-granting program of study at an accredited institution of higher learning at the undergraduate (college, university, or Tribal College) or graduate levels, or have graduated since August 2010 from an undergraduate or graduate program.

Salary and Benefits	<p>The 2011 summer internships will begin May 29, 2011, and run through July 30, 2011. The comprehensive orientation program scheduled during the first week includes training in conservation techniques and instructions for the safe handling of rare materials, many of which date back to the late-nineteenth and early-twentieth centuries. Interns will work full-time (40 hours per week), Monday through Friday, and will receive a taxable income of \$300.00 per week.</p> <p>Interns are temporary employees of the Library of Congress and are not eligible for Federal Employee benefits and privileges. However, they are protected by worker's compensation laws and eligible for TheTransit Subsidy Program for qualified individuals who use the Metro System, Virginia Railway Express, MARC commuter trains, the county and commercial buses, and qualified commercial van pools to assist commute to their jobs at the Library.</p>
Deadline	03/04/2011
Application	<p>Applications for the 2011 summer program are being accepted on USAJobs.gov from February 4, 2011 through March 4, 2011.</p> <p>All applications (and supporting materials) must be received by the deadline (March 4, 2011, 11:59 PM). Incomplete application packages will not be considered.</p> <p>Applications will be forwarded to selecting officials in the Library who will arrange telephone interviews with promising applicants, based on materials submitted. After completion of the selection process those selected will be provided with detailed information on reporting for their internship.</p> <p>The Library of Congress is an equal opportunity employer. Women, minorities, and persons with disabilities who meet eligibility requirements are strongly encouraged to apply.</p>

Position Title	Orchestra Librarian
Institution	Aspen Music Festival and School
Location	Aspen, Colorado
Position Details	<p>Orchestra Librarian: The library positions are part of a six-member librarian team, with individuals assigned to specific large ensembles. Librarians are responsible for preparing, distributing and collecting music as necessary for all rehearsals and concerts of specific ensembles. The Librarian(s) must work closely and effectively with guest artists, faculty, students, and staff. At the discretion of the Head Librarian, individual Librarians will work with publishers to insure that music materials are complete, fully prepared and appropriately accessible to the ensemble members and conductor.</p> <p>Duties include: coordinating marking of string bowings, numbering measures, inserting cuts, dynamics, etc., as indicated by the conductor and principals; preparing practice parts; preparing orchestra folders; distributing folders 30 minutes prior to rehearsals</p>

	and concerts; attending all rehearsals/concerts; resetting folders during stage changes; and working closely with the Head Librarian and Orchestra Managers in the distribution and collection of materials. Some evenings and weekends are required.
	Duration: June 13-August 23, 2011
Qualifications	Qualifications: Minimum of 2 years music library experience required; candidates with an MLS degree are particularly encouraged to apply. Knowledge of classical music and opera, ability to read music, excellent written and verbal communication skills, and knowledge of computers (Microsoft products) are essential. Candidate must have experience in independent work and must be independently motivated; a sense of humor is a must. The Orchestra Librarian(s) must also be able to climb ladders (to access music) and to lift and distribute heavy boxes of music. S/he must also have a valid driver's license and access to a vehicle during summer 2011.
Salary and Benefits	Compensation: Stipend plus housing
Application	Application procedure: Please submit cover letter and resume with attention to Lisa Dempsey, Head Librarian, via the Aspen Music Festival and School employment website at: http://aspenmusic.hrmdirect.com/employment/index.php .
	No Phone Calls Please

Position Title	Head of Music Cataloging, William and Gayle Cook Music Library Assistant Librarian/Associate Librarian
Institution	Indiana University Bloomington Libraries
Location	Bloomington, Indiana
General Information	<p>The William and Gayle Cook Music Library, Indiana University, Bloomington seeks an experienced music cataloger for the position of Head of Music Cataloging. Reporting to the Head of Technical Services, Cook Music Library, the librarian will serve as head music cataloger and will catalog books, scores, and recordings, as well as other materials in various languages and formats.</p> <p>Founded in 1820, Indiana University-Bloomington has grown from a small state seminary into the flagship campus of a great public university with over 42,000 students and almost 3,000 faculty. Innovation, creativity, and academic freedom are hallmarks of IU Bloomington and its world-class contributions in research and the arts. The Indiana University Bloomington Libraries (http://www.libraries.iub.edu) are among the leading academic research library systems in North America, having recently been named the top university library by the Association of College and Research Libraries. The IUB Libraries provide strong collections, quality service and instructional programs, and leadership in the application of information technologies. The IU Libraries system</p>

consists of eighteen libraries on the Bloomington campus, five libraries in Indianapolis, and a library at each of the other six campuses across the state. The collections support every academic discipline on campus and include more than 6.6 million books, journals, maps, films, and audio/visual materials in over 900 languages. Users can access more than 400 databases, 43,000 electronic journals, and 224,000 electronic books, as well as locally developed digital content.

The IUB Libraries are active members of regional and national associations and consortia including the Committee on Institutional Cooperation (CIC), the Association of Research Libraries (ARL), the Digital Library Federation (DLF), and is a founding member of HathiTrust, a shared digital repository. IU is the principal investigator for Kuali Open Library Environment (OLE) and is working with academic library partners to develop a next generation open source library management system.

The Indiana University Jacobs School of Music is widely respected as one of the world's most comprehensive institutions for musical studies. Central to this program is a faculty of 140 full-time teachers and scholars and a select student body. The facilities of the Jacobs School of Music include seven buildings housing offices and studios, practice rooms, choral and instrumental rehearsal rooms, three recital halls, the Musical Arts Center, and the William and Gayle Cook Music Library.

The Cook Music Library is recognized nationally as one of the finest in the United States. It occupies a four-floor 55,000 square foot facility and features state-of-the-art technology. The collections number more than 600,000 items. The staff includes six librarians, two professional staff, eight clerical staff, and approximately 10.5 FTE student assistants.

Indiana University offers a highly competitive Music Librarianship Specialization program, which combines the instructional and professional training resources of the School of Library and Information Science, the Jacobs School of Music, and the Cook Music Library.

Position Details

The Head of Music Cataloging supervises five FTE staff, including two librarians, two support staff, and hourly student assistants. Develops and documents music cataloging procedures and policies in keeping with current national standards and local Indiana University Libraries practice. Catalogs books, scores, manuscripts, dissertations, electronic resources, sound recordings, scores and parts in the collections of the Performing Ensembles Division, and other monographic materials.

Oversees preservation, labeling, and binding of library materials, and communicates with the commercial bindery serving the IU Libraries. Serves as liaison to the Herman B Wells Library central technical services department, and represents the interests of the Cook Music Library on the IO Cataloging Congress, a group that shares information and sets policy across multiple cataloging agencies on the IU Bloomington and regional campuses. Takes an active role in meetings of the Cook Music Library staff. Participates in appropriate professional development, continuing education, professional service, and research activities. Other duties as assigned.

Remains current with the constantly changing body of music cataloging rules and interpretations, including AACR2, RDA, MARC 21, LCSH, and LC classification. Participates in national cooperative cataloging initiatives: OCLC National Level Enhance, BIBCO, and the NACO Music Project. Maintains a leadership role in the appropriate music cataloging forums at the national, regional and local levels.

Qualifications

Required:

- ALA-accredited MLS
- Bachelor's degree in music
- Skill in original cataloging of scores and sound recordings
- Bibliographic knowledge of Western European languages, particularly German, French, Italian, and Spanish
- Broad knowledge of musical repertoire
- Demonstrated interest and participation in cataloging and music library matters at the regional and national levels
- Evidence of ability to plan, analyze, and solve problems creatively both independently and in groups
- Strong oral and written communication skills
- 3-5 years full-time, post-MLS music cataloging experience
- Must be able to meet the requirements of a tenure-track librarian position
- Demonstrated supervisory experience

Preferred:

- Advanced degree in music
- Familiarity with metadata standards for music materials
- Evidence of professional service and/or research activity in the field of music cataloging

Salary and Benefits

Salary is competitive and commensurate with experience and education; benefits include a university healthcare plan, university-funded base retirement plan, a 100% university paid group life insurance plan, and a generous paid time off plan. This is a tenure-track academic appointment that includes eligibility for sabbatical leaves. For a full list of benefit programs, please refer to the following resources:

- Web site: <http://www.indiana.edu/~uhrs/benefits/neweeo-profe.html>
- Video: <http://www.indiana.edu/~uhrs/benefitsvideo/academic.html>
- Brochure: <http://hr.iu.edu/enroll/video.html>

RESOURCES

- Indiana University Bloomington: <http://www.iub.edu>
- Indiana University Bloomington Libraries: <http://www.libraries.iub.edu/>
- Cook Music Library: <http://library.music.indiana.edu>
- Jacobs School of Music: <http://www.music.indiana.edu/>
- Indiana University Library Faculty Handbook (includes guidelines for promotion and tenure): <http://www.indiana.edu/~iulfc/IULibFacHandbook.pdf>

Deadline	Review of applications will begin on March 7, 2011
Application	The position will remain open until filled. Please send letter of application, professional vita, and the names/addresses/telephone numbers of four references to: Jennifer Chaffin Director of Human Resources Libraries Human Resources Herman B Wells Library 201B Indiana University Bloomington, IN 47405 Phone: 812-855-8196 Fax: 812-855-2576 Email: libpers@indiana.edu

Position Title	ARCHIVES CONSULTANT
Institution	WFMU / FREE MUSIC ARCHIVE
Location	New York City
General Information	<p>WFMU broadcasts to the NYC area at 91.1-FM and with an extensive online presence at wfm.org. WFMU's freeform noncommercial programming that ranges from hand-cranked wax cylinders to rock 'n roll to flat-out uncategorizable strangeness. Rolling Stone Magazine, The Village Voice, CMJ and the New York Press have all at one time or another called WFMU "the best radio station in the country." WFMU is a leader in digital archiving and as part of its efforts to reach new audiences online, WFMU launched the Free Music Archive (http://freemusicarchive.org) in 2009 in collaboration with fellow curators including KEXP, CBC Radio 3, and ISSUE Project Room.</p> <p>Timeframe: 40 hrs/wk Feb 28th - April 29th Note: After the two-month inventory project is complete, there may be further opportunities for more work as we enter the digitization phase.</p>
Position Details	The Archives Consultant will inventory selections from WFMU's vast programming and live performance archives dating back to 1975. Nearly half of these assets have already been identified and catalogued through WFMU's Free Music Archive project, while an additional ~2,500 selections are in storage and have yet to be inventoried. The Archives Consultant will encourage access to WFMU's archives and lay the groundwork for future digitization & preservation projects by cataloguing all assets using PBCore (http://pbcore.org/2.0/), the metadata standard for public broadcasters.
Qualifications	Candidates should be organized and efficient yet detail-oriented. Ideal candidate will have or be working towards a degree in Library and Information science. Proficiency with Excel is required. Experience working with a custom Content Management Systems (CMS) is a plus. Candidates who are interested in freeform radio and independent music will have a lot of fun with this project.

Salary and Benefits	Compensation: \$6,000
Application	Please email resume and cover letter to jason@freemusicarchive.org with ARCHIVES CONSULTANT in the subject line

Position Title	Librarian (Cataloger)
Institution	Library of Congress
Location	Culpeper, Virginia
General Information	<p>The Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 140 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 19 million items online at its award-winning Web site.</p> <p>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.</p> <p>The Motion Picture, Broadcasting and Recorded Sound Division is responsible for the acquisition, processing, preservation, duplication and reference servicing of the audio and motion picture film 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.</p> <p>This position is located in the Motion Picture, Broadcasting and Recorded Sound Division at the Packard Campus in Culpeper, VA.</p> <p>The position description numbers for these positions are 12756, 12757, and 12758. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.</p> <p>The incumbent of this position will work a flextime work schedule.</p> <p>This is a non-supervisory, bargaining unit position.</p> <p>Relocation expenses are not authorized for the person(s) selected under this vacancy announcement.</p>
Position Details	<p>Performs original and copy cataloging of published and unpublished sound recordings and related materials on various levels in machine-readable cataloging format where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Upgrades preliminary records created by technicians or converted from external databases to full MARC cataloging records. Assigning subject headings to material can be done relatively easily by comparing the content with a standard list of terms. Solves common issues/problems reported by catalogers promptly and independently, involving the supervisor on only the more complex issues/ problems.</p> <p>Analyses and organizes standard subject data related to sound recordings to determine its relationship or relevance to the item in hand. Information is gathered, evaluated, and</p>

	<p>organized using standard rules, guidelines, sources and established methods and practices. May participate in formulating plans for modifications and enhancements in work practices and methods.</p> <p>Works with others to implement prepared training courses and materials. Works with others to develop, coordinate, and/or conduct training programs involving computer cataloging and inventorying of sound recordings. Prepares instructional guides, information packets, and other resource materials. Supplies training to Library technicians, temporary staff, and interns in the unit as assigned.</p> <p>Researches training needs as new functions are added and changes in current procedures take place.</p>
Qualifications	<p>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.</p> <p>Knowledge of cataloging rules, procedures and practices. ** Knowledge of recorded sound history and formats. ** Ability to research, analyze and evaluate data.</p> <p>Ability to communicate in writing.</p> <p>Ability to communicate effectively other than in writing.</p> <p>No additional requirements to those listed above.</p>
Salary and Benefits	<p>Salary and Benefits</p> <p>Job announcement number: 100208A</p> <p>Salary range: \$51,630.00 - \$97,333.00 /year Series & Grade: GS-1410-09/12 Promotion Potential: 13</p> <p>Benefits: Please visit our website at www.loc.gov/hr/employment/index.php and click Federal Benefits.</p>
Deadline	02/23/2011
Application	<p>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.</p> <p>For the full job listing and information on how to apply, see: http://jobview.usajobs.gov/GetJob.aspx?JobID=96670198&JobTitle=Librarian+(Cataloger)&q=librarian&where=culpeper&x=0&y=0&brd=3876&vw=b&FedEmp=N&FedPub=Y&VSDM=2011-02-08+11:53:00</p> <p>* Note: This posting has been changed since it first appeared. The deadline, link to job</p>

listing, and job announcement number have been revised.

Position Title	Performance Library Student
Institution	Sarasota Music Festival
Location	Sarasota, FL
General Information	<p>The Sarasota Music Festival is taking applications for: Performance Library Student</p> <p>May 24 - June 19, 2011 [May 25-27, Library orientation, classes and prep; June 19, final breakdown/clean up]</p> <p>Don't miss this opportunity to work with leading artists and faculty of the SMF, while studying with Sarasota Orchestra librarians Justin Vibbard and Paul Greitzer, who have a combined total of over 15 years of performance library experience. Schedule includes classes on music binding, repertoire, and more.</p>
Position Details	<p>The performance library student reports to the SMF Librarians, will attend classes, and works closely with the students and faculty of the SMF, in regards to chamber and orchestral music needs. These include but are not limited to:</p> <ul style="list-style-type: none">Fill requests for chamber and orchestral musicAttend all orchestral rehearsals & performancesRepair and mark parts as neededKeep library hours as determined by the library scheduleCatalogue Chamber Music as neededUse OPAS to check out parts as requested & track performance historyAttend at least 1 Masterclass of his/her choice each week
Qualifications	<p>Completion of or enrollment in a Bachelor of Music program or equivalent</p> <p>Basic knowledge of foreign terminology, transpositions, and orchestral and chamber repertoire</p> <p>Ability to communicate effectively with musicians, conductors, guest artists, and staff</p> <p>Ability to multi-task effectively while maintaining accuracy</p> <p>A strong attention to detail</p> <p>Knowledge and experience with databases is helpful</p> <p>Knowledge and experience with music engraving software is helpful</p> <p>A car is not required.</p>
Salary and Benefits	<p>Compensation:</p> <p>Lodging provided (at Hyatt with other SMF participants - double occupancy)</p> <p>Full Scholarship, and travel reimbursement</p> <p>Breakfast and Lunch is provided each day (except Sunday) during the festival (May 30 - June 18)</p>
Deadline	April 11, 2011

Application **NO PHONE CALLS PLEASE**

Position Title Music Librarian (Half-time)

Institution Davidson College

Location This is a 12-month, part-time position reporting to the Assistant Director for Information Literacy and Content Selection. The anticipated start date will be as soon as possible.

Davidson College is a highly selective, private liberal arts college with 1,700 students and approximately 700 faculty and staff. Established in 1837 by Presbyterians, it has been widely regarded as one of the top liberal arts colleges in the country. Located in historic, charming Davidson, NC, 19 miles north of Charlotte, the college enjoys an ideal location two hours from the mountains and four hours from the ocean.

Davidson is strongly committed to achieving excellence and cultural diversity, and welcomes applications from women, members of minority groups, and others who would bring additional dimensions to the college's mission.

General Information The Davidson College Library is looking for a half-time music librarian who is enthusiastic, creative, and service-oriented. The successful candidate will oversee a music collection of over 17,000 scores, books, and CDs, work closely with students, faculty, and staff, and contribute in the library's music information literacy initiatives.

Position Details

- Develop the music library collection
- Assess current music library holdings, and assist in the filling of lacuna in the collection
- Provide reference and research assistance to students and faculty, both individually and in groups
- Staff the reference desk, including some evening and weekend shifts (in rotation with other librarians)
- Review music-related catalog records, advising or assisting cataloging staff in modifying records in order to improve the discovery of and access to music materials
- Provide outreach to music department faculty, students and staff, as well as the larger campus community
- Assist with the development and creation of user guides and training materials
- Other duties as assigned

Qualifications

Required:

- MLS from an ALA-accredited program
- Substantial coursework in music; MM or PhD in Music highly desirable
- Ability to read music
- Strong interpersonal skills
- Strong oral and written communication skills
- Strong service orientation
- Ability to work collegially and collaboratively
- Knowledge of and familiarity with information resources, especially in music

Desired:

	<ul style="list-style-type: none"> • Direct familiarity with an academic library • Music reference and cataloging experience • Liberal arts college background • Familiarity with a second language
Deadline	Review of applications will begin immediately.
Application	To apply: visit https://jobs.davidson.edu . Please include a cover letter, resume, and the names, addresses, e-mail addresses, and telephone numbers of three references.

Position Title	Seasonal Library Clerk
Institution	Banff Centre
Location	Banff, Canada
General Information	<p>Job Code: 1358 Department: Library and Archives # of openings: 3 Employment Tenure: Summer term</p> <p>Description Please note this is a term position from May until the end of August 2011.</p> <p>The Opportunity Are you highly organized with a passion for libraries? The Library and Archives department at The Banff Centre is looking for a detail oriented individual to provide front-line service to patrons in the use of all library equipment and resources.</p>
Position Details	<p>Responsibilities -assisting library patrons with basic library tools, audio/visual equipment, computer (PC) resources and proactively assist patrons in their information needs -processing library materials (labelling, sorting, shelving etc.) -basic office duties (filing, data entry, taking messages, etc.) -maintaining circulation records and database.</p> <p>Special Requirements Candidates offered a position with the Centre, in this capacity, will be required to obtain a criminal record check through the local R.C.M.P. detachment, verifying a clear record before a final job offer can be made.</p> <p>This position may be funded in part through the Canadian Summer Jobs (CSJ) program. CSJ is specifically designed to assist students with securing summer employment. To be eligible for consideration for this position you must meet the following criteria: Must have been in school full-time this year and returning to your studies in the fall. Must be a Canadian citizen or permanent resident Must be between 15 and 30 years of age. Applicants who meet the above requirements will be given preference;</p>

	however all are encouraged to apply.
Qualifications	<p>The Ideal Candidate</p> <p>To be qualified for this position, you will have experience working with the public, excellent written and verbal communication skills and the ability to work independently and within a team of other library staff.</p> <p>You will possess good office skills and a general understanding of computers.</p> <p>You will have a broadly based knowledge of the visual and performing arts with a concentration in music.</p> <p>You must be available to work evening and weekend shifts.</p> <p>A second language would be an asset.</p>
Salary and Benefits	<p>Employment Terms & Benefits</p> <p>In accordance with CUPE 4318, this is a four month termed hourly support staff position, subject to a 500 hour probationary period.</p> <p>This position pays \$13.84 per hour and increases to \$14.88 per hour after probation, working up to 35 hours per week.</p> <p>The Banff Centre offers a comprehensive benefits package to all of its full time salaried employees and hourly employees who have accrued 2000 hours of employment. For more information please visit our benefits page.</p>
Deadline	April 1, 2011
Application	<p>For more information about the position and the application process, see:</p> <p>http://tbe.taleo.net/NA3/ats/careers/requisition.jsp?org=BANFFCENTRE&cws=1&rid=1358</p>

Position Title	Ensemble Library Intern
Institution	Interlochen Center for the Arts
Location	Interlochen, Michigan
Position Details	<p>Learn the basics of performance librarianship. Utilize your newfound skills as ensemble librarian to serve the music needs of campers (high school, intermediate, junior), faculty, staff, and alumni participating in large performing ensembles (band, choir, orchestra, etc.) during Interlochen's 6-week arts camp. Work together as part of Interlochen's extensive summer operations team.</p> <p>Duties include distributing music for large performing groups, photocopying, marking string parts, repairing and filing music. Program includes a 3-day learning intensive covering the basics of performing ensemble librarianship. Each ensemble librarian will be responsible for all music preparation and distribution for their assigned ensembles and must participate in a team environment. Participate as part of management team with daily ensemble rehearsals.</p> <p>Dates: Saturday, June 18 thru Monday, August 8 (includes 3-day training June 18 to 20)</p>

	<p>Number of positions: 2</p> <p>http://library.interlochen.org/rooms/MusicLib/IAC11/ELTP.htm</p>
Qualifications	<p>Music background necessary; bachelor's degree preferred. Attention to detail and ability to work in a fast-paced deadline-driven environment are musts. Must be able to lift and transport boxes on wheeled carts across campus.</p>
Salary and Benefits	<p>Stipend: \$1,175 for 7 weeks, room and board inclusive</p>
Deadline	<p>Open until filled</p>
Application	<p>Admission is offered on a rolling basis, so best to submit your application</p>

Position Title	<p>Music Lab/Library Instructor</p>
Institution	<p>Pasadena City College</p>
Location	<p>Pasadena, California</p>
General Information	<p>Pasadena City College is hiring a full-time, tenure-track music lab/library instructor commencing with the 2011-2012 academic year.</p> <p>For more detailed information about the position and application, see http://www.pasadena.edu/HR/academic-jobs.cfm.</p>
Position Details	<p>Responsibilities of the Music Lab/Library Instructor</p> <p>Instruction:</p> <ul style="list-style-type: none"> • Supervise students in their course-related lab projects and activities • Develop and implement online courses • Offer lab orientations and courses • Provide tutoring and assist students using lab computers • Teach course-related research skills • Teach courses in areas of the instructor's expertise • Assess the effectiveness of instruction, learning and programs using College standards and rubrics <p>Lab Supervision:</p> <ul style="list-style-type: none"> • Staff the circulation area of the lab/library • Maintain security of lab resources and sustain an environment conducive to learning • Train and supervise student workers, tutors, and adjunct lab instructors • Schedule practice rooms and studios • Acquire, store, file, and issue course reserve materials • Oversee maintenance of media equipment and music technology stations <p>Library Management:</p>

	<ul style="list-style-type: none"> • Maintain performing ensemble libraries • Acquire, develop, and catalog the music library collection • Serve as a liaison to the Shatford Library <p>Music Department Duties:</p> <ul style="list-style-type: none"> • Contribute to collegiality among the music department faculty • Prepare and implement a plan to equip and establish operations in the new music lab/library
Qualifications	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Master’s degree in music OR a Bachelor’s degree in music AND a Master’s degree in humanities, OR a valid California Community College Instructor Credential, OR the equivalent. (Degree must be posted by June 30, 2011. Some degrees may require equivalency. It is the applicant’s responsibility to provide documentation to support equivalent qualifications.) <p>Professional Skills, Knowledge, and Desirable Qualifications</p> <ul style="list-style-type: none"> • Library work experience • A background in music research methods • Demonstrated usage of current music technology and awareness of emerging directions • Ability to work cooperatively with faculty, staff, and students • An understanding of and sensitivity to the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
Salary and Benefits	<p>Salary and other terms of employment are competitive. Placement is on the District Contract Monthly Faculty Salary Schedule which is available on-line at www.pasadena.edu.</p> <p>Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.</p>
Deadline	04/18/2011
Application	<p>The District application and all supporting materials must reach Human Resources by 12:30 p.m. on Monday, April 18, 2011. A postmark is not acceptable for this purpose. Applications or supporting documents cannot be submitted electronically or by FAX transmission.</p> <p>Mail District application and supporting documents to: Human Resources (C204) Pasadena City College 1570 E. Colorado Blvd. Pasadena, CA 91106</p> <p>To request the District application by telephone, call 626.585.7257.</p>

Position Title Sound Archivist

Institution	Syracuse University
Location	Syracuse, New York
General Information	<p>GRANT FUNDED POSITION. The Belfer Audio Archive seeks an energetic and resourceful individual for the Andrew W. Mellon Foundation supported position of Sound Archivist. The Belfer Audio Archive at Syracuse University Library is the fourth largest sound archive in the United States. Its collection of 21,000 cylinder recordings is among the largest in North America. The archive's collections are especially strong in late nineteenth and early twentieth century popular music and non-musical, spoken word recordings. The Sound Archivist will report to the Director of Special Collections and collaborates closely with all library units, including the Special Collections Research Center, Preservation and Conservation, and Cataloging and Metadata.</p> <p>Syracuse University, founded in 1870, is an independent Research II University and a member of the Association of American Universities. Its thirteen schools and colleges include a number of nationally ranked programs and serve a population of over 13,700 undergraduate and 5,600 graduate and law students. The Syracuse University Library comprises a large central library and three branch libraries serving a diverse community including over 1,000 faculty and many visiting researchers.</p> <p>The libraries hold almost 3,000,000 volumes, with significant special collections, and extensive electronic resources. The Library's annual budget is \$18 million. The Library has a staff of approximately 51 librarians and 94 support staff. The Library is a member of the Association of Research Libraries, OCLC, and national and regional consortia. It is committed to the development of digital resources and is working actively to initiate new digital programs. Library staff members are committed to providing excellent and responsive services to a culturally and racially diverse campus.</p> <p>Syracuse is located in the center of New York State within reach of New York City, Boston, Philadelphia, and Toronto. Local cultural opportunities include a symphony orchestra, jazz festival, chamber music society, nationally recognized art museum, and an Equity theater, along with excellent opportunities for sports and recreation nearby.</p>
Position Details	<p>Develop a plan, including a set of local "best practices," for the arrangement and description/cataloging of the archive's half million sound recordings.</p> <p>Create MARC and EAD records for the archive's collections with assistance from library's Cataloging and Metadata (MARC) and Manuscripts Processing (EAD) units as well as student assistants and interns.</p> <p>With library IT and intellectual property staff, develop a means by which digitized audio content can be streamed directly to SU classrooms.</p> <p>Provide basic hands-on preservation for audio formats.</p> <p>Accession new gifts and purchases of audio materials.</p> <p>Respond to reference inquiries about the Belfer Audio Archive.</p> <p>Assist with instructional sessions in the archive's state-of-the-art seminar room.</p> <p>Other duties as assigned.</p>

Qualifications	<p>MLS from an ALA-accredited program or equivalent with a concentration in archival studies.</p> <p>Bachelor's degree in the performing arts, humanities, or music-related discipline.</p> <p>Experience with EAD (Encoded Archival Description) and the standard DACS (Describing Archives: A Content Standard) required.</p> <p>Some experience with MARC cataloging.</p> <p>Familiarity with XML based mark-up languages, including METS, MODS and PREMIS preferred.</p> <p>Some knowledge of database design and functionality.</p> <p>The ability to lead project-based teams comprised of colleagues and students.</p> <p>Willingness to apply new tools and methodologies to the overall management, including arrangement, description, preservation, and delivery, of audio collections.</p>
Salary and Benefits	Commensurate with education and experience
Deadline	Open Until Filled
Application	<p>For more information and application, visit:</p> <p>https://www.sujobopps.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1299018180501</p>

Position Title	Administrative Librarian
Institution	Visible Music College
Location	Memphis, TN
General Information	<p>The Administrative Librarian acts as the librarian and primary administrator of the Visible Music College Library and Resource Center. Visible Music College is a small, private non-profit college located in Memphis, TN.</p> <p>Visible Music College is a unique and challenging college environment where young, talented Christian artists, media production technicians, and music business students are trained in skill and character for service in the arts industries and in the church. Students at Visible Music College study contemporary music, music production, and music business, and are mentored in a vibrant program that develops them vocationally, spiritually, and academically. The faculty are experienced music professionals who are currently active in their fields of teaching, and are dedicated to the “real-world” application of the curriculum for the students. Staff and faculty spend lots of one-on-one time with students, and because of the relational ministry focus of the college, mentoring friendships between staff and students are encouraged.</p> <p>The college’s Library and Resource Center will function as a hub of student information, research, study, and resource. The school envisions a technologically innovative Resource Center that provides research and resource opportunities that honor collegiate tradition while reaching into the future of scholarly work. The Administrative</p>

Library will be given opportunity to mold and shape this vision from the ground up; it's a unique opportunity for the person who has a vision to connect with our talented student and staff body while building a lively and vital center for student and staff connection and resource.

This dynamic college will be a great fit for the librarian who is energetic, creative, enjoys "coloring outside the lines" and finding innovative ways to resource the students and faculty.

Position Details

This is a full-time, salaried position under the supervision of the Academic Dean. The Administrative Librarian chairs the Library Committee and is a member of the Educational Development and Curriculum Committee. The Administrative Librarian is charged with maintaining a vibrant, friendly, and inviting learning and resource environment. The Administrative Librarian will:

- Be responsible for strategic short-term and long-term planning for the Library and Resource Center and for the implementation of these plans.
- Be responsible for assessment of the library, planning, and student satisfaction.
- Work with the Vice Presidents of the college in developing and implementing the library budget.
- Be responsible for collection development and de-selection.
- Oversee library and student workers.
- Collaborate with faculty regarding curriculum and resource development.
- Manage the library facility to provide flexible access to resources.

All faculty and staff at Visible Music College will:

- Develop student growth through artistic, spiritual, and academic formation.
- Attend and participate in staff and faculty meetings, as well as any curricular or co-curricular evaluation meetings.
- Attend and participate in various events representing the school, including orientation week, retreats, faculty development programs, receptions, fundraisers, and commencement.

This position may include other duties incumbent upon the position as directed by the Academic Dean.

Organization/Evaluation

This position is accountable to the Academic Dean and is evaluated annually.

Qualifications

Required:

- The applicant must evidence a relationship with Jesus Christ as personal savior and Lord.
- The applicant must agree with the institutional Statement of Faith.
- This position requires a minimum degree of Masters in Library and Information Science Degree from an ALA accredited institution.
- Familiarity with the Mac environment, or the ability to develop this familiarity.
- Relaxed professional demeanor and self-motivated work ethic.
- Ability to be flexible, to multi-task, and to work in a team setting and community environment.
- Ability to relate to young musicians, technicians, and music business students, giving

	<p>guidance and encouragement in the college setting.</p> <p>Preferred:</p> <p>Experience working in an academic library. Familiarity with Web 2.0 technologies and/or distance learning technologies. Skill in IT, with specific regard to the Apple environment. Ability and qualifications to teach a class or classes in the General Education, Ministry and Biblical Studies, Modern Music Ministry, or Music Business Ministry departments.</p>
Salary and Benefits	Salary is commensurate with qualifications and experience. The college offers full-time staff members a benefits package and retirement plan.
Application	<p>Mail or email your resume or CV with a cover letter including the story of your Christian walk and motivation for applying for this position to:</p> <p>Shannon Kropf Vice President of Academics Visible Music College 1015 S. Cooper Street Memphis, TN 38104 shannon@visible.edu http://www.visible.edu</p>

Position Title	Editor, Grove Music/Oxford Music Online
Institution	Oxford University Press, Inc.
Location	New York
General Information	<p>Oxford University Press, publisher of Grove Music Online, is looking to enhance and expand the Grove Music program both online and in print and is seeking an enthusiastic, knowledgeable, innovative editor to manage the program's present and future development.</p> <p>Oxford is excited to announce the creation of a new editorial position in its New York office for a scholar who will work closely with the Editor in Chief, Deane Root, and the Editorial Board of leading specialists to manage initiatives in progress, develop new projects, and chart the path for Grove Music into the future. The editor will also oversee Oxford Music Online (OMO), the portal through which Grove Music Online is available.</p> <p>Grove Music Online is the preeminent English-language reference site for music and includes the full text of the acclaimed 29-volume second edition of The New Grove Dictionary of Music and Musicians. Management of the Grove Music program involves oversight of the continuous updating and expansion of Grove Music Online and the development of new reference publishing initiatives for Grove Music.</p>

Position Details	The editor will be Oxford’s primary in-house representative for the Grove program and will manage the acquisition and development of both online and print content and work with the Editor in Chief and Editorial Board to develop new digital initiatives to maintain Grove’s preeminence in meeting the music community’s evolving research needs. Other responsibilities include cultivating and maintaining relationships with scholars and organizations; managing content additions and updates; overseeing content quality; and managing junior staff and freelancers.
Qualifications	Candidates with proven leadership abilities, excellent communication and interpersonal skills, project management experience, and a PhD in music scholarship are encouraged to apply. Ideal candidates will be creative thinkers who possess strong organizational skills, problem-solving abilities, careful attention to detail, and the ability to adhere to strict schedules. Publishing experience is highly desirable but not a requirement; mentoring in this area is available.
Deadline	Applications will be accepted until June 1 or until the position is filled.
Application	<p>Submissions for advertised and posted positions should be sent to the email or street address below. Electronic mail responses to positions are also accepted.</p> <p>Human Resources Representative Oxford University Press 198 Madison Avenue New York, NY 10016</p> <p>Email: hrny.us@oup.com</p> <p>When applying for any position, please state the position you are interested in and the source of the advertisement.</p> <p>Please, no phone inquiries.</p> <p>Oxford University Press, Inc., publishes works that further the University of Oxford's objective of excellence in research, scholarship, and education.</p> <p>Oxford University Press is an Equal Opportunity Employer.</p>

Position Title	Music Library Assistant Manager
Institution	University of Southern California
Location	Los Angeles, California
General Information	The University of Southern California (USC), founded in 1880, is located in the heart of downtown L.A. and is the largest private employer in the City of Los Angeles. As an employee of USC, you will be a part of a world-class research university and a member of the "Trojan Family," which is comprised of the faculty, students and staff that make

the university what it is.

The USC Libraries' Music Library is seeking a Library Assistant Manager to join its team.

**Position
Details**

Under the supervision of the Music Library Head, the Music Library Assistant Manager is responsible for overseeing administrative, facilities-related, and public service functions of the Music Library.

Daily duties include:

supervising all student assistants.

developing and implementing library policies and procedures; serving on library committees; planning and prioritizing large-scale projects.

responding to facilities and space-related problems; directing non-collection purchasing activities; providing technical support for music software and audio/visual equipment; working with consultants and scheduling repairs as necessary.

In addition, the Music Library Assistant Manager is also responsible for all routine operations of circulation. These include:

directly overseeing the workflow of library holdings between shelving locations and service points; navigating and modifying item and patron records within the libraries' integrated library system; processing all acquisitions and withdrawals; evaluating and preparing materials for binding or preservation.

upholding security and safety procedures for library patrons, personnel, and holdings; providing basic walk-in, phone, and e-mail reference and instruction services; hiring, training, scheduling, and terminating student assistants, as well as overseeing student payroll, and maintaining a balanced student wage budget.

working closely with faculty in the preparation of hardcopy and electronic academic course reserves; keeping detailed monthly statistics; monitoring and ordering supplies and forms.

maintaining files; anticipating problems with circulation efficiency, and contributing suggestions for possible improvements.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

Qualifications

The University of Southern California values diversity and is committed to equal opportunity in employment.

Minimum Qualifications:

Minimum Education: Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience: 3 years
Minimum Field of Expertise: Extensive knowledge of library operations and technical systems. Supervisory experience. Office management combined with experience in budget administration.

Preferred Qualifications:

Preferred Education: Preference will be given to candidates with Master's degree in Music or a music-related discipline.

Preferred Experience: 5 years

Preferred Field of Expertise: Comprehensive knowledge of library operations and technical systems in a large or specialized academic library. Office management and

	<p>budget administration experience combined with specialized knowledge of University policies and procedures.</p> <p>Preference will be given to candidates with a demonstrated knowledge of music-related discipline study and research.</p>
Application	<p>To apply, visit:</p> <p>https://jobs.usc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1303235457385</p>

Position Title	Music and Education Liaison Librarian (Librarian I or II)
Institution	University of Saskatchewan
Location	Saskatoon, Canada
General Information	<p>Applications are invited for a tenure-track appointment with the University Library at the University of Saskatchewan. We are seeking a dynamic, innovative and flexible individual with the appropriate qualifications and background to work collaboratively as part of the team based at the Education and Music Library, one of our seven branch libraries. The appointee will have primary responsibility for the music collection and liaison.</p> <p>About the University Library As one of Canada’s leading research libraries, the University Library (library.usask.ca) provides tremendous opportunities for professional growth and development in a dynamic and flexible work environment. We have an exciting strategic plan and an accompanying people plan for the future that involves a significant transformation of library services, collections, facilities and organizational culture. Through the priority projects identified within our plan, we contribute to success in learning, scholarship and practice by being leaders and innovators and working in collaboration with others. Our values guide our actions and strongly influence our approach to the practice of professional skills.</p> <p>The Education & Music Library provides specialist resources, facilities and services to the College of Education and the Department of Music, College of Arts & Science. The branch library includes the music collection consisting of approximately 40,000 titles of print music, scores, books, journals, sound and video recordings as well as online resources in all formats such as streaming audio and scores databases. The collection supports the undergraduate and graduate curriculum of the Department of Music in music history, theory, composition, performance, music education and jazz and includes two special collections – the Saskatchewan Music Collection and the Murray Adaskin collection.</p> <p>About the University of Saskatchewan and the City of Saskatoon Established in 1907, the University of Saskatchewan (usask.ca) has evolved into an institution of note in advanced education and research in Canada. Its Strategic Directions and Integrated Plan</p>

outline a vision focused on international standards in all activities, academic pre-eminence and a sense of place. The Canadian Light Source synchrotron, construction of the International Vaccine Centre, the establishment of new graduate Schools of Public Health, Public Policy, and Environment and Sustainability, and significant capital building projects to revitalize Law, Veterinary Medicine, Health Sciences, residences, and library buildings on campus are just some of the University's recent achievements. The University contributes to the cultural life of the community through concerts and recitals of the performing ensembles. The University has a reputation for innovation and excellence in education and boasts one of the most attractive campuses in the country.

Saskatoon (saskatoon.ca), a city of approximately 220,000 is situated on the banks of the South Saskatchewan River, which is crossed by seven bridges within the city limits. The city offers a scenic riverbank, many parks, a diverse and thriving economic base, a vibrant cultural community, and a high quality of life. The city offers many musical opportunities including the Saskatoon Symphony Orchestra, Saskatoon Youth Orchestra, Saskatchewan Opera Association, established theatre and dance companies, the world renowned Saskatoon Children's Choir, the Saskatchewan Jazz Festival, the Fringe Festival, the Blues Festival and a great variety of other multicultural events.

Position Details

The library follows the liaison librarian and integrated reference service models, which include reference, instruction, and collection responsibilities to support on-site and distributed teaching, learning and research. Specific responsibilities include:

- Development of collections and information resources with a particular emphasis on the music collection and the clients of the Education and Music Library
- Assisting with quality control and maintenance of catalogue records
- Providing reference and information services for clients accessing resources and services through the branch
- Developing and delivering group and individual information research instruction and instructional and training materials in print, web-based, and interactive formats using e-learning technologies where appropriate
- Recommending new and emerging technologies as they apply to the organization of collections, both physical and virtual
- Contributing to the development and implementation of library projects, including digital projects

As a requirement for tenure and promotion, Librarians are required to engage in research and scholarly work leading to the development of a formal program of research and actively disseminate research results via peer-reviewed outlets. Examples of Librarians' scholarly work can be found at <http://ecommons.usask.ca>. Librarians participate in collegial activities, and are encouraged to engage with academic or professional organizations.

The successful appointee will become a member of the Faculty of the University of Saskatchewan and will be eligible for consideration for tenure in due course. Duties for all Librarians are assigned annually by the Dean. Rank (Librarian I or II) will be

	determined upon appointment and is dependent upon qualifications and experience.
Qualifications	<p>Required qualifications for appointment are a Master of Library Science and an undergraduate degree in music. The following attributes and skills are also relevant to the job responsibilities:</p> <ul style="list-style-type: none"> • A commitment to high quality service • Ability to develop and sustain effective and collaborative professional working relationships and partnerships • Capacity to analyze and solve problems effectively • Strong communication skills • Good organizational skills • Demonstrated flexibility and willingness to take initiative • Ability to work well both independently and in a collegial team environment • Capacity to lead and motivate others • Commitment to developing professional knowledge and skills on a continuing basis • Familiarity with emerging standards for music description and access and associated standards such as EAD, RDA and Dublin Core • Experience with streamed media technologies • Familiarity with copyright law, PPR and licensing issues • A good reading knowledge of one or more European languages (such as German, Italian, French or Latin) is also necessary.
Salary and Benefits	<p>Salary, usually at the base of the assigned rank, will be determined upon appointment. Compensation for U of S Faculty can be found at usask.ca/hrd/manager/compensation.php. Faculty enjoy an excellent benefits plan including six weeks annual vacation, sabbatical leaves, an annual professional expense allowance, as well as research support.</p>
Deadline	May 23, 2011
Application	<p>The Search Committee comprises all Librarians holding probationary or tenured appointments and is chaired by the Dean, University Library. The CVs of all applicants will be made available in confidence to the members of the Search Committee. Applicants wishing to apply should send their curriculum vitae, the names of three references, and a statement outlining their knowledge, experience, and abilities as related to this appointment by May 23, 2011. Appointment is available from July 1, 2011.</p> <p>To apply or for further information please contact:</p> <p>Jill Mierke, Human Resources Manager University Library University of Saskatchewan Room 156 Murray Building, 3 Campus Drive Saskatoon, SK S7N 5A4 Telephone: 306-966-5930 Fax: 306-966-5932</p>

Email: library.jobs@usask.ca

Note: All appointments are subject to approval by the University Provost

The U of S is committed to employment equity. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Position Title	Public Services Librarian
Institution	Boston Conservatory
Location	Boston, Massachusetts
General Information	<p>The Boston Conservatory is looking for an energetic and service-oriented Public Services Librarian. Reporting to the Library Director, the Public Services Librarian oversees all functions and activities pertaining to the circulation desk, ensuring all proper work procedures are followed. This includes the supervision of all student workers and the Evening Librarian.</p> <p>Founded in 1867, The Boston Conservatory, an independent private college, trains exceptional young performing artists for careers that enrich and transform the human experience. Known for its multi-disciplinary environment, the Conservatory offers fully accredited graduate and undergraduate programs in music, dance and theater, and presents more than 200 performances each year by students, faculty and guest artists. The Boston Conservatory is conveniently located in the heart of Boston's Back Bay, just a short walk or subway ride away from some of the city's main attractions.</p>
Position Details	<p>Principal Duties and Responsibilities</p> <p>Provides and monitors online, phone, and in-person reference services as required. Manages and processes the course reserves system in a timely manner. Works creatively with faculty to ensure course materials are accessible and enforces the library's course reserve policies and procedures. Supervises all aspects of student worker training and job performance. Trains student workers in such activities as shelving and shelf maintenance, binding and accessioning of new materials. Assists the Library Director with hiring student workers, scheduling, and monitoring the substitute worker list. Directs and works closely with the Evening Librarian to coordinate circulation services. Serves as the immediate supervisor of the Evening Librarian and completes the annual performance appraisal for this position. Serves as the person in charge of the library in the Library Director's absence, and</p>

performs such duties as fielding patron questions and requests, directing student workers, monitoring the computer lab, working with the AV and IT Departments, and being responsible for the well-being of the collections and materials housed in the library.

Assists the Library Director with class sessions, presentations, and library tours throughout the academic year.

Processes fines and overdue notices and assigns replacement charges when necessary to student accounts. Resolves student library account issues, including processing of student withdrawal and leave of absence forms. Manages student holds in the CampusVue database according to library criteria. Conducts outreach to graduating students to settle outstanding fines and/or loans and works closely with the Registrar and Bursar's office around students' graduation obligations.

Assists with the organization and maintenance of library materials in off-site storage. Creates and modifies library circulation policies and patron-access handouts and signage.

Helps library staff with the upkeep of the library's photocopiers and printers. Troubleshoots issues and places service requests as necessary.

Assists with the scheduling of AV equipment use and computer lab class reservations. Works closely with the Director to improve library services and planning for the further development of various aspects of the library.

Assists the Library Director with special projects and other duties as assigned.

Qualifications

Required

Master's degree from an ALA-accredited program in library science, and an undergraduate degree in music.

Supervisory skills and demonstrated ability to multitask and work independently.

Experience working in an academic library.

Must possess excellent interpersonal skills and oral/written communication abilities.

Must be service oriented and have knowledge of library public services duties.

Ability to interact effectively with faculty, students, and staff from diverse cultural backgrounds.

Proficiency in computer programs such as Microsoft Office and knowledge of searching techniques in bibliographic utilities including OCLC's Connexion.

Ability to occasionally lift and/or move up to 30 pounds.

Preferred

Experience working at a library circulation and reserves desk.

Graduate degree in music.

Experience in library preservation and binding processes.

Knowledge of dance and theater arts.

Knowledge of one or more European languages.

Application

Interested and qualified candidates should email a letter of interest, resume, and the names of three references to Jennifer Hunt: jhunt@bostonconservatory.edu. No phone calls please.

Applications will continue to be accepted until the position is filled. The position will be

available May 23, 2011.

Position Title	Head of Archival and Collection Services
Institution	John Cotton Dana Library, Rutgers University Libraries – Newark Campus
Location	Newark, New Jersey
General Information	<p>The Rutgers University Libraries (RUL), comprised of libraries on the University's Camden, New Brunswick, and Newark Campuses, all reporting to the Vice President for Information Services and University Librarian, operate as a unified library system with coordinated public services, technical services, and collection development. The Libraries have a staff of 304, a budget of \$21 million, and holdings numbering more than 3.6 million volumes. Rutgers University Libraries are a member of ARL, CRL, Metro, NERL, and VALE, and use SirsiDynix and OCLC as their primary bibliographic utilities. Rutgers University is a member of the Association of American Universities. The Newark Campus of Rutgers University is a doctoral-degree granting research institution that is a leading education and research center. Classified as a Carnegie Research Intensive institution, Rutgers-Newark offers 14 doctoral programs: American studies, applied physics, biology, chemistry, criminal justice, environmental sciences, global affairs, integrative neuroscience, management, mathematical sciences, nursing, psychology, public administration, and urban systems, and is the most diverse campus in the country. For more information go to the RUL website: http://www.libraries.rutgers.edu and to learn about the Dana Library and Newark Campus go to: http://library.newark.rutgers.edu. Rutgers is an ADVANCE institution, committed to increase diversity and the participation and advancement of women in the STEM disciplines.</p>
Position Details	<p>The Rutgers University Libraries seek an experienced, innovative, and service-oriented librarian to fill the position of Head of Archival and Collection Services of the John Cotton Dana Library on the Newark Campus of Rutgers, The State University of New Jersey. Reporting to the Director of the Dana Library, the Head of Archival and Collection Services will take a leadership role in the effective management and oversight of archival and research collections in the Library, including the Institute of Jazz Studies, in ensuring the provision of library and information services to the diverse academic community. Applying archival and collections-related expertise and insight and working closely with the Collections Coordinators for Dana Library and Jazz Institute, as well as the reference librarians and archivists, the Head of Archival and Collection Services provides leadership in the implementation and use of best practices and cutting-edge techniques in the management and processing of archival collections and the management of other library research collections. Initiates and oversees the completion of collections-related projects. Advises the library director on the acceptance of gift collections for the Dana Archives. Coordinates the communication and collective decision making of librarians on collections-related topics. As a member of a university-wide faculty, the Head of Archival and Collection Services is expected to participate in</p>

	<p>system-wide initiatives, committees, and task forces, and to demonstrate commitment to continual professional development through scholarly research relevant to areas of responsibility, including publications, presentations and participation and leadership in the work of relevant professional associations.</p>
Qualifications	<p>A strong record of professional experience and accomplishment in an academic or research library, archives, or similar setting, with substantial professional experience in archival processing and management, as well as collections services. Prior administrative experience and the ability to articulate a vision of the role of archival and research collections in the delivery of library and information services to a diverse academic community.</p> <p>Successful experience working with teams. Key skills include effective communication with library and archival colleagues, teaching faculty, administration, students, and alumni; innovation, and organizational ability. Awareness of national issues and trends in archives and in collections services. Must have the ability and desire to meet tenure and promotion requirements. Thus, the successful candidate will have a Master's degree from an ALA-accredited institution, a Master's degree in History or Archival Studies, or a closely-related, relevant advanced degree; and a strong record in scholarship, service, and leadership in the profession.</p>
Salary and Benefits	<p>Salary and rank will be commensurate with qualifications and experience.</p> <p>Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.</p>
Application	<p>TO APPLY: CONSIDERATION OF APPLICATIONS WILL BEGIN IMMEDIATELY. To apply please email your application in Word format (include cover letter, resume, and names of three references) to: Sandra Troy, (APP.192), University Libraries Human Resources Manager, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email: rulhr@rulmail.rutgers.edu, FAX: 732-932-7637</p> <p>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.</p>

Position Title	Curator of the Harvard Theatre Collection
Institution	Harvard University
Location	Cambridge, Massachusetts
General Information	<p>The Harvard Theatre Collection (HTC), founded in 1901, is the oldest and one of the largest such collections in the world; its extensive holdings, including the John Milton and Ruth Neils Ward Collection, embrace the widest possible range of performance, including dance, opera, musical theatre, film, and popular entertainment. For more information please visit: http://hcl.harvard.edu/libraries/houghton/</p> <p>Reporting to the Associate Librarian of Houghton Library for Collections, the Curator has</p>

primary responsibility for administration of the Harvard Theatre Collection, including collection building, collection promotion, and working with faculty and students. The Curator interacts collaboratively with the Associate Librarian for Public Services and the Associate Librarian for Technical Services on matters relating to access, cataloging, and digitization of the collection, and with faculty, Houghton curators, and staff from Harvard's Loeb Music Library, the Harvard Film Archive, and Harvard's Office of the Arts and Culture in matters pertaining to collection development and programs. The Curator will engage faculty and students in aligning Theatre Collection programs with teaching and research.

The Curator will represent Houghton Library at meetings of professional and scholarly organizations, especially those pertaining to the history of the performing arts.

Position
Details

Typical Duties and Responsibilities:

- Establishes annual and long-range goals and priorities for HTC; supervises HTC staff
- Oversees management of HTC budget and restricted funds
- Develops the collections through purchase and gift; works with dealers, private collectors, and potential donors; works with Harvard College Library's Development Office in the cultivation of donors and financial resources
- Promotes and provides access to the collections through exhibitions, lectures, publications, scholarly research, and public programs; organizes and participates in conferences and symposia relating to collections
- Works closely with the Associate Librarian for Collections and Houghton curators in long-range planning for the Collections Division and establishing curatorial policies and procedures
- Works closely with Houghton Preservation Librarian in establishing conservation and preservation priorities
- Advises and consults with Houghton's Associate Librarian for Technical Services and technical services staff regarding cataloging priorities and issues concerning digitization and catalog access to the collections
- Engages faculty and students, particularly in the arts and humanities, in aligning programs with current teaching and research; participates in student seminars; interacts with researchers using theatre collection resources; and works with Houghton Public Services staff in providing researchers access to the collections
- Collaborates, when appropriate, with faculty in the arts and humanities and with staff of similar library collections and programs within Harvard, such as the Loeb Music Library, the Harvard Film Archives, and the Office of the Arts and Culture in areas of mutual interest, including collection development
- Assumes leadership roles in appropriate Library and University committees; participates in national professional and scholarly organizations

Qualifications

Basic Qualifications

- Bachelor of Arts required and a minimum 5 years work experience in a special collections department, preferably in an academic research library environment
- Experience managing a collections budget and working with the development office in the cultivation of donor and financial resources
- Knowledge of the history of the performing arts and the antiquarian book market
- Reading knowledge of at least two modern European languages required
- Basic knowledge of library systems and catalogs and issues concerning digitization and catalog access to the collections required
- Proficiency with standard MS Office Suite, database, and spreadsheet software
- Experience in a supervisory and project management role required

Additional Qualifications

	-MLS strongly preferred; An advanced degree in a subject relevant to the collection strongly preferred -Record of scholarly publication; active member/leader of professional activities and organizations -Strong written and oral communication skills - Experience working with the development office in the cultivation of donors and financial resources preferred -Ability to work collaboratively with varied constituents at all levels across the Harvard College Library and the University -Ability to lift 30 lb. cartons and oversized books. This position works primarily within an office environment, but must frequently work short-term in basements, attics, and storage lockers, with exposure to dust, damp, and mold.
Application	To see full job description and apply, please submit a cover letter and resume to: Harvard Employment Site Harvard University is an Affirmative Action/Equal Opportunity Employer.

Position Title	Music and Government Documents Librarian
Institution	Auburn University
Location	Auburn, Georgia
General Information	Auburn University, a land-grant institution with an enrollment of more than 24,000 students, invites applications for a twelve-month, tenure-track position as Music and Government Documents Librarian. The Auburn University Libraries belong to the Association of Research Libraries, house a collection of more than three million volumes, and operate with a current materials budget of \$5.8 million. Auburn is a small, friendly university town located on the beautiful plains of eastern Alabama, about 50 miles east of Montgomery, Alabama's capital, and 115 miles southwest of Atlanta, Georgia. Other nearby cities include Birmingham, Alabama (110 miles northwest) and Columbus, Georgia (35 miles east).
Position Details	MAJOR RESPONSIBILITIES: Auburn University Libraries seek a knowledgeable and enthusiastic reference librarian to provide general reference assistance and subject reference assistance in music. The successful candidate will be expected to serve as liaison and provide outreach to faculty, graduate and undergraduate students in the Department of Music; participate in and develop specialized subject and information literacy instruction for music majors and graduate students; participate in the Auburn University Libraries' general information literacy instruction program for undergraduates; engage in collection development and management in music, and participate (in collaboration with other library and university departments) in digitization projects. In addition, we are seeking an individual to administer the Government Documents collection for a library designated a selective Federal Depository in 1907 to provide specialized assistance with the documents collection; oversee cataloging, copy cataloging, processing and check-in of documents and train and supervise staff in those activities; perform collection development activities for documents and revise and update the documents collection development policy. Duties include reference, liaison, consultation, and instruction for faculty, staff and students;

	<p>some night and weekend reference desk coverage required. Position reports to the Associate Dean for Public Services/Head of Reference and Instruction Services.</p>
Qualifications	<p>REQUIRED QUALIFICATIONS: An ALA-accredited MLS with either an advanced degree in Music or comparable experience; at least three years of professional academic library employment that includes reference, instruction and liaison experience with music; hands-on experience in the cataloging of government documents, in-depth knowledge of the SuDocs classification system, and ability to promote the use of these specialized materials to a variety of audiences; strong and effective planning, administrative, interpersonal, communication, computer, and teaching skills; commitment to excellence; adaptability, flexibility, and ability to contribute collegially and productively in a team environment; and ability to adapt emerging technologies to enhance user services in a collaborative, busy, and changing public services unit.</p> <p>DESIRED QUALIFICATIONS: A record of scholarly, professional, and research activity.</p>
Salary and Benefits	<p>Minimum salary \$44,720 for a Librarian II, higher with experience, or appointment as a Librarian III. Rank will be commensurate with experience/qualifications. Benefits include 20 days vacation leave/12 days sick leave per year; participation in State Teachers' Retirement System (mandatory); other additional voluntary retirement plans available; health/life/disability insurance.</p>
Application	<p>Application review process begins April 22, 2011, and will continue until a qualified candidate is selected and recommended for appointment. Complete application must include letter of interest, resume, names, mailing addresses and e-mail addresses, and telephone numbers of three current professional references. The candidate selected for this position must be able to meet eligibility requirements to work in the United States at the time appointment is scheduled to begin and continue working legally for the proposed term of employment. Excellent communication skills required.</p> <p>APPLY TO: Ms. Barbara Bishop, Chair, Music and Government Documents Librarian Search Committee, Ralph Brown Draughon Library, 231 Mell Street, Auburn University, AL 36849-5606; e-mail: Library.Recruitment@auburn.edu.</p> <p>AUBURN UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY</p>

Position Title	Assistant Professor / Content Development Librarian
Institution	Kansas State University
Location	Manhattan, Kansas
General Information	Individuals in this unit work within a framework that views our collection holistically, including determining appropriate actions regarding access to or ownership of content (purchase, lease, borrow, develop, etc.) and changing priorities and user needs. They

provide leadership in identifying and acquiring electronic resources with a focus on accessibility, maximum visibility, and optimum usage. Collaboration with other units and departments is expected (e.g., obtaining input for content selection from the Research, Education and Engagement Division, open and regular communication with the Metadata/Preservation Department regarding access to new materials, developing practices that facilitate efficient and effective workflow with Acquisitions). While the following responsibilities reside in the group, there may be opportunities for individual specialization in certain areas (e.g., approval plans, data gathering/analysis, consortial representation). This year-round faculty position reports to the Head, Content Development/Acquisitions.

**Position
Details**

Responsibilities include:
Select content in all formats and for all subject areas with input from library faculty. Communicate directly with faculty in academic departments as appropriate. Evaluate resource functionality and assess new types of content outside of traditional print and electronic formats. Monitor all aspects of approval plans – satisfactory profiling, customer service, needed adjustments, etc. Gather and analyze usage statistics or other information to assist with annual evaluation of current subscriptions, standing orders, other serials and databases. Prepare appropriate reports related to collection development. Monitor and analyze consortial opportunities and participate as appropriate to gain cost-efficiencies and strengthen the collection. Provide input for overall acquisitions budget and work as a group to monitor appropriate spending. Analyze collection for strengths and gaps. Develop/update policies for collection development/management, de-selection, gifts, digital content, etc. Identify assessment needs and work with the Office of Library Planning and Assessment for implementation.

Qualifications

Requirements:
MLS from an ALA-accredited institution or international equivalent Demonstrated interest, aptitude, and knowledge of principles and practices of collection management including familiarity with collection assessment and data analysis Knowledge of current issues and trends in collection development at academic and research libraries; understanding of emerging information technologies and applications for collection management Understanding of licensing issues Commitment to effective and consistent cross-departmental collaboration and communication Excellent organizational skills Ability to pay attention to detail Excellent oral and written communication skills Excellent interpersonal skills and strong service orientation Ability and willingness to work with diverse groups both on the staff and within the patron community Ability and willingness to work with colleagues in collaborative and team environments as well as independently Ability to pursue activities and meet responsibilities necessary for achieving tenure at K-State Libraries

Preferred:
Foreign language skills

	Substantive course work or secondary degrees in the Arts/Humanities disciplines
Deadline	Screening of applications begins April 22, 2011
Application	To apply send (1) a letter of application addressing position responsibilities and qualifications, (2) a curriculum vitae, and (3) names and contact information for three references to libhr@k-state.edu, attention Michelle Bowen. Please include CONTDEVLIB in the subject line. Screening of applications begins April 22, 2011 and continues until the position is filled. Kansas State University is an equal opportunity employer and actively seeks diversity among its employees. Background check required.

Position Title	Associate Professor/Professor - Director
Institution	Belfer Audio Archive Syracuse University
Location	Syracuse, New York
General Information	<p>Syracuse University Library and the S.I Newhouse School of Public Communications seek applications for a unique and exciting position as director of the Belfer Audio Archive, one of the world's preeminent repositories for recorded sound. The Archive operates under the administrative purview of the Library's Special Collections Research Center, underscoring its role as a repository for rare and unique sound recordings. The successful candidate, who will also hold a faculty appointment in Newhouse (rank negotiable), will combine passion for recorded sound in all formats and genres with excellence in scholarship and teaching, and the leadership and vision to expand Belfer's profile as an international research center for recorded sound. The director must demonstrate an interdisciplinary disposition toward scholarship in order to galvanize student and faculty engagement with the archive through teaching and research. The successful candidate will work closely with the Library's and the Newhouse's advancement offices to identify and cultivate prospects as well as secure funds to support Belfer's operations, programs, and collections. The Belfer director will report to the director of special collections for archival matters and will hold a joint appointment as a tenured faculty member in the S.I. Newhouse School of Public Communications.</p> <p>About the Belfer Audio Archive Established in 1963 with a gift of 150,000 recordings, Belfer now holds more than a half-million items. Its collection of 22,000 wax cylinders is the second largest in North America. Belfer's laboratory pioneered the preservation re-recording of cylinders and today is capable of digitizing virtually any audio format. A 1982 gift from Arthur and Diane Belfer led to the construction of its current home, a climate-controlled facility equipped with stacks, office space, a live end/dead end digitization studio, and recording studio administered by the university's Music Industry program. With recent high-profile gifts, including the inventory of mid-town Manhattan store Records Revisited, grant-funded projects, a Mellon Foundation supported symposium on music sampling, and the creation of a public radio pilot called SoundBeat, the Belfer Archive is experiencing a renaissance. In 2010, the Andrew W. Mellon Foundation awarded</p>

	<p>Syracuse University funds to hire two full-time, professional positions--director and sound archivist--and to equip a state-of-the-art class room that connects to the facility's recording studio.</p>
Position Details	<p>Lead the effort to "re-brand" Belfer locally and internationally.</p> <p>Maximize student and faculty engagement with the archive's collection more than 500,000 sound recordings through teaching and research.</p> <p>Establish priorities for collection growth and maintenance.</p> <p>With the library and Newhouse, cultivate and steward a donor base and raise funds for programming, collections, and facilities.</p> <p>Develop grant proposals to support the needs of the Belfer Audio Archive.</p> <p>Supervise the work of the full-time Sound Archivist and other archive staff.</p> <p>Serve on university, Library and Newhouse committees relevant to the collections and programming of the Belfer Audio Archive.</p>
Qualifications	<p>A record of accomplishments consistent with tenure.</p> <p>PhD in a related discipline preferred.</p> <p>Record of teaching and publishing on the subject of recorded sound, broadly interpreted.</p> <p>Familiarity with twentieth century popular music preferred.</p> <p>Practical experience with grant-writing, developing donor relations, cultivation, stewardship and fund raising.</p> <p>Leadership experience in a university, library, museum, or other non-profit environment.</p> <p>Excellent communication skills.</p> <p>Clear vision for the role of sound archives in twenty-first century scholarship.</p> <p>Understanding of the policy and legal implications of reformatting and delivering electronically recorded sound.</p>
Salary and Benefits	<p>Commensurate with experience</p>
Deadline	<p>Priority Consideration date: May 16, 2011 Open Until Filled</p>
Application	<p>A LETTER OF APPLICATION AND CURRICULUM VITAE SHOULD BE SUBMITTED ONLINE</p>

FOR FULL CONSIDERATION.

For more information and application, visit:

<https://www.sujobopps.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1304558494899>

Position Title	Visiting Music Library Consultant
Institution	College of Music, Mahidol University
Location	Bangkok, Thailand
General Information	<p>Mahidol University was established in 1888 and has developed into one of the most prestigious universities in Thailand, internationally known and recognized for the high caliber of research and teaching by its faculty, and its outstanding achievements in teaching, research, international academic collaboration and professional services. This diversified institution now offers top quality programs in numerous social and cultural disciplines, including the most doctoral programs of any institution in Thailand, yet has maintained its traditional excellence in medicine and the sciences.</p> <p>http://www.mahidol.ac.th</p> <p>The College of Music, Mahidol University was founded in 1995, and has grown into a comprehensive research music program with curriculum from high school preparatory to doctoral level. With extensive facilities, a faculty of 120, support staff of over 100, and 1,200 full time students, the College of Music is one of the most well-recognized music programs in Southeast Asia. http://www.music.mahidol.ac.th</p>
Position Details	<p>The College of Music's Music Library was established in 2005 with the purpose of supporting growing graduate studies programs. The College of Music is seeking to collaborate with a regular visiting consultant in the field of music library science, with the task of providing ongoing training and monitoring development of library staff, and to offer guidance and help in improving the overall quality of the library collection and services.</p> <p>http://www.music.mahidol.ac.th/en/about/facilities/musicresources/library.php</p>
Qualifications	<p>Interested person should have extensive expertise in music library science with a desire to help improve the level of music library science in Thailand and Southeast Asia, where the field and knowledge does not exist. The ability to travel to Bangkok regularly is desired, as well as the desire to work in a multicultural environment.</p>
Application	<p>For interested persons, please contact Dr. Joseph Bowman (Assoc. Dean for International Affairs) at frjlb@mahidol.ac.th with a CV and letter of introduction.</p>

Position Title	Library Supervisor 1
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Institution	University of Washington
Location	Seattle, Washington
General Information	<p>The University of Washington (UW) is proud to be one of the nation’s premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoys outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.</p> <p>Our Music Library has an outstanding opportunity for a Library Supervisor 1. This individual will, under the general supervision of the Music Library Services Librarian, oversee the circulation and reserves operations of the Music Library. Supervise classified staff and student employees. Hire, train, schedule, assigns, instruct, and lead the work of library technicians and student assistants. Perform complex circulation tasks and provides service to library users. Prepare reports of library statistics.</p> <p>This classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit Union Information</p>
Position Details	<p>Specific Duties:</p> <ol style="list-style-type: none"> 1. Supervise the Reserve and Acquisition Technician (Library Technician III) and the Serials and Binding Technician (Library Technician II) of the Music Library. Recommend selection of applicants, conduct training, assign and schedule work, conduct performance evaluations, and recommends disciplinary action. 2. Hire, train, supervise, and schedule student staff. Set work priorities for student employees; monitor and evaluate student employee performance. Communicate clearly with other library staff about student employee assignments, problems and accomplishments. Monitor the student hourly budget. 3. Oversee the circulation and reserve operations in the Music Library, including opening and closing. Act as the central contact for Libraries circulation and patrons, and coordinate with the Media Center on audio electronic reserves. Perform complex and general circulation functions. Work with staff to ensure a high level of quality service to Music Library users. 4. Resolve user complaints and ensure compliance with Libraries circulation rules, policies, and procedures; recommend changes in library unit policies and procedures. 5. Supervise the shifting of books and general stacks maintenance. 6. Coordinate with music librarians to provide collection development support.

7. Edit and maintain procedural documentation for staff and students.
8. Provide quick information and assist patrons in using library resources, refer queries to Music librarians as appropriate.
9. As appropriate, communicate with other Libraries and University staff regarding Music Library security, facilities and equipment maintenance, and projects.
10. Prepare reports of Music Library statistics.
11. Oversee accuracy of online catalog holdings as needed. Perform catalog maintenance in the online catalog as needed.
12. Play an active role in participating in Libraries and unit activities and meetings and communicate effectively with coworkers and supervisors. Is familiar with and understands the Libraries' Personal Communication Responsibility Guidelines.
13. Perform other duties as assigned.

Qualifications

Required:
High school graduation AND four years of library technical experience, including one year of lead and/or supervisory experience OR equivalent education/experience.

Additional Skill Requirements

- Proficient in using MS-Windows applications.
- Experience using a library online circulation system.

Desired:

- Bibliographic knowledge in French, Italian, or German.
- General knowledge of music.

Salary and Benefits

\$2,623 - \$3,493
As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website.

Deadline

07/26/2011

Application

Req #75985

To apply, visit:

<https://uw hires.admin.washington.edu/eng/candidates/default.cfm?szCategory=jobprofile&szOrderID=75985&szCandidateID=0&szReturnToSearch=1&sourceID=DEA&szLocationID=88>

Part of the application process for this position includes completing an on-line Employment Eligibility assessment to obtain additional information that will be used in the evaluation process. The assessment will appear on your screen for you to complete as soon as you select "Apply to this Position" on this job announcement. Once you begin

the assessment, it must be completed at that time. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until the assessment is complete.

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.

Position Title	Ensemble Librarian
Institution	The Juilliard School
Location	New York, New York
General Information	<p>Department: Performance Activities Reports to: Associate Dean for Administration</p> <p>Description: The primary responsibility of the Ensemble Librarian is to oversee library services for large ensembles and classes, including the Juilliard Orchestra, Juilliard Chamber Orchestra, Juilliard Opera, New Juilliard Ensemble, AXIOM, Lab Orchestra, and repertoire classes. This is a 52-week/year position, including nights and weekends as dictated by rehearsal and performance schedules.</p>
Position Details	<p>Responsibilities:</p> <ul style="list-style-type: none">• Supervise the professional level preparation of all large ensemble music, including pagination and distribution of practice parts, as well as marking bowings, cuts and edits as requested by conductors as needed• At the direction of Director of Orchestral Activities and Planning and Director of Orchestral and Ensemble Operations, manage Ensemble Library presence at any reading, rehearsal, or performance at which large ensembles are present, ensuring the support of conductors, ensemble members, and administrative staff as needed• Communicate with conductors and administrators to determine which pieces and editions are to be procured, as well as source material(s) for any bowings, edits, cuts, or other changes which may need to be made to extant parts• Procure all music for ensemble concerts, with consideration of cost/benefit to the institution• Supervise the Assistant Ensemble Librarian as well as work-study student workers• Research information regarding potential and actual programming as requested by conductors and administrators• Ensure that all large ensemble events at Juilliard adhere to copyright law as

	<p>applicable</p> <ul style="list-style-type: none"> • Prepare and distribute instrumentation lists to members of orchestral administrative staff • Clean and return all rented music to its owner in a timely fashion • Maintain performance database and catalogue of Ensemble Library holdings • Maintain office hours for walk-in contact by conductors, students, administrators, and others • Set and enforce policies for use of resources of the Ensemble Library • Represent The Juilliard School in the Major Orchestra Librarians Association
Qualifications	<ul style="list-style-type: none"> • At least three years experience working in an ensemble library • Bachelor’s degree in music (preferably in performance) • Experience supervising employees • Close attention to detail • The ability to multitask, work under pressure, meet deadlines, and to function as part of a team • Knowledge of computer notation software (Finale or Sibelius) • Experience as principal librarian of a large ensemble preferred • Performance experience as a member of a large ensemble helpful • Experience working in an academic environment a plus • Opera and/or Ballet experience a plus
Application	<p>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.</p> <p>Please send cover letter with salary history and resume to: jobs@juilliard.edu.</p>

Position Title	Cataloging Assistant
Institution	Westminster Choir College of Rider University
Location	Princeton, New Jersey
Position Details	Talbott Library, Westminster Choir College of Rider University, Princeton, New Jersey, seeks a Cataloging Assistant to perform technical duties necessary for maintaining and facilitating the flow of new materials into our on-line integrated library system while maintaining the integrity of our collections. Individual will also upgrade existing cataloging of previously held materials, as well as train and oversee graduate assistants and student workers.
Qualifications	Successful candidate must have an undergraduate degree with broad musical knowledge and familiarity with how to use a library along with the following: familiarity with at least one foreign language; computer experience; accurate data entry skills and attention to detail; and the ability to identify problems, prioritize numerous tasks and

	respond to multiple requests from library staff. Preferred qualifications: some graduate-level study; familiarity with OCLC, Voyager or any other online/computerized system; and previous library work experience.
Application	For more information on this position and for application instructions, please visit our website at www.rider.edu/hr , 'Employment Opportunities'. Position #350062. Rider University is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam-era/disabled veteran status, or any other non-job related criteria.

Position Title	Multimedia Services & Music Librarian
Institution	Illinois State University
Location	Normal/Bloomington, Illinois
General Information	Milner Library at Illinois State University has an opening for a Multimedia Services & Music Librarian. As Illinois' oldest public university, Illinois State University offers an outstanding education to 17,500 undergraduates in 35 disciplines, and 2,500 graduate students in diverse master's and doctoral programs. Illinois State is located in Normal/Bloomington, a growing community of 100,000 three hours from Chicago and Indianapolis and four hours from St. Louis. Milner Library supports ISU's academic programs with a service-focused staff of 100, an institutional budget of nearly \$7 million, and a collection of over 1.6 million volumes. Milner Library is woven into the fabric of the campus at every level, appearing repeatedly in the campus strategic plan, the campus facilities plan, and ISU capital campaign plan - all evidence of ISU's commitment to excellence in its library.
Position Details	This position is responsible for planning, implementing, overseeing, and evaluating collections and services of the Multimedia Services unit at Milner Library and for serving as library liaison to the School of Music. In support of curricular needs across campus, the position manages the library's audio/visual materials, including evaluating and purchasing materials, and oversees transition of materials in the collection to new and emerging formats. The position is responsible for planning, implementing, and overseeing development of a new, self-service multimedia production facility for use by students, faculty, and staff members across campus. The position serves as subject specialist for music, responsible for developing library collections, providing instruction in use of music resources, providing in-depth reference and research support in the discipline, and supporting scholarly communication by faculty in the School of Music. This person works in collaboration with other library staff on related digital media

	support projects. The position may eventually supervise a staff within the proposed Data & Digital Materials Center depending on future service demand. This is a non-tenure track faculty position.
Qualifications	Bachelor's or advanced degree in music, music history, or performance is required, as well as an ALA-accredited master's degree in library science. Knowledge of and experience with media and music librarianship best practices, current issues, and trends is also a must.
Salary and Benefits	Salary starts at \$45,000, commensurate with qualifications and experience. 24 days vacation and 11 paid holidays per year.
Deadline	07/31/2011
Application	<p>To assure full consideration submit a cover letter, resume, and names of 3 references to tomrkaide@ilstu.edu by July 31, 2011, or mail to:</p> <p>Multimedia Services & Music Librarian Search Committee Illinois State University Milner Library Campus Box 8900 Normal, IL 61790-8900</p> <p>Initial review of applications will begin August 1 and continue until the position is filled.</p> <p>Illinois State University is an equal opportunity/affirmative action university encouraging diversity.</p>

Position Title	Director of the Hamon Arts Library
Institution	Southern Methodist University
Location	Dallas, Texas
General Information	<p>Central University Libraries at Southern Methodist University seeks a strong, creative and energetic leader to serve as Director of the Hamon Arts Library. Hamon is located within and serves students, faculty and staff of SMU's exciting Meadows School of the Arts, which aims to educate visionary artists, scholars, and arts and communications professionals prepared to transform local and global society. The Hamon Arts Library includes extensive online and print holdings relating to the visual and performing arts, as well as the Jerry Bywaters Special Collections Wing and the G. William Jones Film and Video Collection.</p> <p>The Director of the Hamon Arts Library will provide leadership and expertise in developing programs for effective and innovative delivery of collections and services to</p>

faculty, staff and students in Meadows.
The position directly supervises three professional subject specialists who, with the Director, provide collection development, reference and instructional services for Meadows departments; two curators of special collections; and three library specialists.

The position reports to the Assistant Dean for Scholarly Resources and Research Services for Central University Libraries. Central University Libraries is committed to supporting SMU's aspiration to become a leading research institution within a dynamic, engaged learning environment and is engaged in positive change in support of the teaching, research and creative needs of student, faculty and staff research on campus.

Position Details

Primary duties and responsibilities include, but are not limited to:

- Providing leadership and vision for the collections, services and technology of the Hamon Arts Library;
- Working collegially with staff and faculty in the Meadows School of the Arts to address their information needs and to promote the resources and services of the library;
- Administering the budget of the Hamon Arts Library, including university-allocated and restricted funds;
- Creating and maintaining records, reports and statistics;
- Supervising and encouraging professional development, as well as evaluating the performance of direct reports;
- Writing grants in support of Hamon collections and services;
- Serving on library, school and university committees;
- Other duties as assigned.

Qualifications

Education and Experience

Master's degree in library science from an ALA-accredited institution is required. A Bachelor's degree in an arts discipline is also required.

Graduate degree in an arts discipline is strongly preferred.

A minimum of five years' of increasing responsible post-MLS experience in an academic library is required, preferably an arts library.

Experience supervising a library professional staff is also required.

Experience in providing reference and user education and in collection development is

	<p>essential, preferably in an arts library.</p> <p>Knowledge, Skills & Abilities</p> <p>Candidates must demonstrate strong verbal and interpersonal communication skills with the ability to work collegially with faculty, staff and students. Must also demonstrate the ability to communicate effectively in writing.</p> <p>Candidates must possess strong organizational and project management skills to effectively develop plans, set goals, prioritize and meet deadlines. Must also possess strong problem solving skills with the ability to evaluate and develop effective solutions.</p> <p>Candidates must possess strong leadership and management skills with the ability to lead a team. The ability to provide leadership in the innovative effective use of emerging technologies is essential.</p> <p>Willingness to undertake transformative change is essential.</p> <p>Candidates must possess a strong knowledge of computer based technology and the ability to adopt new technologies. A strong knowledge and understanding of information literacy and reference best practices, current issues and trends is essential. Experience with assessment methodologies is highly desirable.</p>
Salary and Benefits	Salary commensurate with experience and qualifications.
Deadline	The position is open until filled.
Application	<p>SMU is AA/EO employer committed to excellence through diversity.</p> <p>To apply for this position, please see: https://access.smu.edu/psp/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1</p>

Position Title	Performing Arts Librarian
Institution	Brown University
Location	Providence, Rhode Island
Position Details	<p>The Brown University Library is seeking innovative, forward-thinking candidates for the position of Performing Arts Librarian. In this challenging position, the Performing Arts Librarian manages the day to day activities of the Orwig Music Library (supervising 1 ½ supportstaff) and serves as the library’s primary liaison to the Music and Theatre Arts/Performance Studies departments. The Performing Arts Librarian builds relationships with, and provides in-depth, subject-based research and teaching support services for faculty, students and visiting researchers. The successful candidate will assess and meet current and future information needs of faculty, students and scholars</p>

in Music and Theatre Arts and define and document goals and priorities for these collections and services in consultation with faculty, students, and members of the Scholarly Resources and Special Collections departments. S/he assists in the design, development, and implementation of information services, databases, exhibits, discovery tools and digital projects that use existing library collections in all formats; supports scholarship and teaching initiatives on campus; and assists members of the Brown scholarly community in becoming effective and self-sufficient users of information resources. S/he collaborates with members of Center for Digital Scholarship, Scholarly Resources, Special Collections, and of other groups on campus (e.g., Instructional Technology, Sheridan Center, Public Humanities, etc.) on these initiatives. S/he will maintain a high level of awareness on scholarly communications issues such as copyright, open access, social media, repositories, data curation, and licensing of online resources.

The Performing Arts Librarian will be someone with a strong academic background in both the traditional and digital realms of librarianship and have hands-on experience with audio and or digital video technologies. Additionally, s/he will be conversant with data and metadata formats relevant to the Performing Arts and will be able to articulate their roles in addressing the institution's research needs.

Qualifications

Qualifications

- Master of Library Science from an ALA-accredited institution and an advanced degree in Music and/or Theatre (Music preferred)
- 3-5 years related professional experience required, supervisory experience preferred
- In-depth understanding of the research process and knowledge of the ways that new technologies are affecting the production of scholarship in the performing arts
- Knowledge of and ability to teach scholarly communications issues (for example, copyright, author's rights, open access, digital repositories)
- Broad knowledge of available print and online resources in music, theatre and dance
- Demonstrated ability in one or more foreign languages (prefer German, Italian, French or Spanish)
- Demonstrated experience with digital audio and/or video

Deadline

Applications received by September 30, 2011 will receive first consideration.

Application

To apply for this position (JOB# B01337), please visit Brown's Online Employment website (<https://careers.brown.edu>), complete an application online, attach documents, and submit for immediate consideration. Documents should include cover letter, resume, and the names and e-mail addresses of at least three references. Review of applications will continue until the position is filled; applications received by September 30, 2011 will receive first consideration.

Brown University is an Equal Opportunity/ Affirmative Action Employer

Position Title	Music Librarian
Institution	“The President’s Own” United States Marine Band
Location	Washington, District of Columbia
General Information	<p>“The President’s Own” United States Marine Band is America’s oldest continuously active musical organization and has the primary mission of providing music for the President of the United States. Marine Band musicians perform frequently at the White House in small ensembles, chamber orchestra, concert band, and as soloists. The Marine Band performs for a wide variety of commitments, to include public concerts, recording sessions, concert tours, chamber music recitals, military ceremonies, and official state functions. Today’s Marine Band is composed of 154 of the nation’s finest musicians. Those selected for the U.S. Marine Band are exempt from recruit training and are appointed to the rank of Staff Sergeant (E-6) under a contract “for duty with the U.S. Marine Band only.” The winner of the position will receive instructions regarding enlistment procedures.</p> <p>The U.S. Marine Band Library is one of our country’s oldest and largest performing music libraries. The current music collection contains over 50,000 listings for band, orchestra, instrumental ensembles, dance band, piano music, scores, and reference books. In addition to the music collection, the Library maintains extensive files on the history of the Marine Band and coordinates with the National Museum of the Marine Corps to house the Military Music Collection. The Library has a staff of six full-time music librarians whose primary mission is to provide music for the organization, though librarians also answer requests from scholars and researchers. The typical work day is 0730-1600 Monday through Friday, and some night and weekend work is required for concert duty. There may be lifting and moving of items with weight.</p>
Position Details	<p>Primary duties:</p> <ul style="list-style-type: none"> • Assist in all aspects of music preparation for the band, chamber orchestra, and chamber ensembles. Preparing scores, parts, and audition materials may require: <ul style="list-style-type: none"> ○ ensuring music is legible and in good repair ○ photocopying and binding ○ fixing page turns ○ marking with available errata ○ adding bar numbers and/or rehearsal letters/numbers ○ marking cuts and excerpts ○ facilitating the bowing process ○ any other work necessary to correct problems that could disrupt rehearsals and performances • Distribute and collect music at rehearsals and performances • Provide correct program listing, instrumentation, and other information as needed • Provide conductors and musicians with assistance and support • Manage, maintain, and catalogue one of the world’s largest collections of performance materials

	<ul style="list-style-type: none"> • Perform record keeping, to include maintaining accurate records of performances and loans • Understand and help ensure compliance with copyright laws • Answer and research reference inquiries <p>Other duties can include but are not limited to:</p> <ul style="list-style-type: none"> • Acquiring music, other library materials, and supplies, to include rental music • Music licensing • Database maintenance and administration • Working with government contractors • Formatting, writing, editing, and proofing programs, program notes, and publicity materials • Preservation of music and archival collections
Qualifications	<ul style="list-style-type: none"> • A background in music and knowledge of instrumental music repertoire • An interest in and commitment to providing positive and helpful service to all library users • Proficiency with MS Office to include Word, Excel, and Outlook; and the ability to learn how to use the library database (MIMSY XG) • Excellent organizational, verbal communication, and written communication skills • The ability to work both quickly and accurately in a fast-paced environment with attention to detail • Superb interpersonal skills • Willingness to work as part of a team • Ability to prioritize and to be flexible when reprioritization is necessary <p>Preferred:</p> <ul style="list-style-type: none"> • a solid grasp of spelling, grammar, and punctuation for editing and proofreading • Prior music library experience preferred
Salary and Benefits	For salary, benefits, and other information, see the official Library Job Announcement .
Deadline	10/05/2011
Application	<p>How to apply:</p> <p>Interested applicants should submit the following items to the address below, to be postmarked no later than October 5, 2011:</p> <ol style="list-style-type: none"> 1) A cover letter and resume listing education, past experience, and current employment, as well as phone numbers and email addresses for three references. 2) A one-page sample of your writing demonstrating your written communication skills. <p>Applicants will be contacted after the requested material has been received and reviewed by the Marine Band. The semi-final round will consist of a phone interview and will take place Nov. 1-10, 2011. Finalists will be notified by Nov. 14, 2011. The final round will take place in December at Marine Barracks in Washington, D.C., and finalists</p>

are responsible for all of their own travel expenses. For further information, please contact:

MSgt Jane Cross, Chief Librarian, United States Marine Band
8th and I Sts SE, Washington, DC 20390-5000
Telephone: (202) 433-4298, fax (202) 433-4752
jane.cross@usmc.mil
www.marineband.usmc.mil

Position Title	Part-time Cataloging Assistant (Library Assistant 3)
Institution	Center for Popular Music
Location	Murfreesboro, Tennessee
General Information	<p>The Center for Popular Music at Middle Tennessee State University is seeking a part-time (80%) Cataloging Assistant (Library Assistant 3). Duties will include original and copy cataloging of materials in one of the largest and most unique collections of American popular music in the world. In addition, the Cataloging Assistant will have opportunities to assist with the provision of reference service to Center patrons, both on site and remote.</p>
Position Details	<p>This is an 80% position. Assist with creating and editing catalog records for Reading Room and Special Collections (rare books, sheet music, etc.) materials. Assist with the provision of reference service to Center patrons, both on site and remote. Assist with physical processing of Reading Room materials. Assist with general library operations.</p>
Qualifications	<p>Minimum Qualifications Bachelor's degree in a relevant field required.</p> <p>Preferred Qualifications Course work in library/information science, public history or a related field preferred. Prior experience in a library, archive, or related field also preferred.</p> <p>Required Testing: Typing, Data Entry, Spelling, Proofreading and Word.</p> <p>Tests are administered by Wood Personnel at 1139 NW Broad St, Suite 107 in Murfreesboro, Monday through Friday 7:00 a.m. to 4:00 p.m. To be considered, you must test no later than September 1, 2011. Please call (615) 890-8400 for an appointment.</p>
Salary and Benefits	<p>Salary Range: \$17,311.20 - \$21,524.80 (80% Position) Deadline: 08/31/2011</p>
Application	For complete information or to apply, go to

mtsujobs.mtsu.edu/applicants/Central?quickFind=54183. If you have questions about the position or the Center for Popular Music, please contact the Center's librarian, Grover Baker, at grover.baker@mtsu.edu or 615-898-5512.

Position Title Digital Collections Librarian

Institution Country Music Hall of Fame

Location Nashville, Tennessee

General Information The Country Music Hall of Fame seeks a Digital Collections Librarian to assist in the development of a library plan for digital preservation and data curation. The successful candidate should be someone who is highly motivated, organized, and flexible, with excellent communication skills. A working knowledge of country music history highly desirable. A non-profit educational institution accredited by the American Association of Museums, the museum provides a variety of educational programs focusing on music, history, visual art, architecture, and science and technology. Programs are designed for family visitors, students, teachers, and the general public. The programs seek to promote an awareness of the history of country music and its greater place in the American cultural landscape. Over the next three years, the museum will undergo an expansion connecting it to Nashville's new convention center complex.

Position Details Date available: September 1, 2011
Classification: Full-time
Department: Museum Programs
Reports to: Vice President, Museum Programs

Duties

Develop a strategic plan to increase access, creation, and use of digital collections that will provide the Foundation and its constituents with a 21st century library environment.

Acquisition, cataloging, storage, maintenance, preservation, access and record keeping for periodicals (electronic and print), electronic serials, e-books, electronic press releases, databases, and other electronic resources as needed

Oversee clippings scanning project and store electronic clippings, maintain clippings database

Mine the web for information and resources appropriate for inclusion in the CMF Library collection

Monitor trends in the field of emerging bibliographic standards and management of

	<p>electronic resources</p> <p>Support and troubleshoot automated library services and databases</p> <p>Acts as primary technology liaison for library staff and CMF IT staff</p> <p>Provide instruction regarding library's electronic resources to CMF staff and patrons</p> <p>Train and supervise interns and volunteers</p>
Qualifications	<p>Abilities and qualifications</p> <p>Master's degree in library/information science from an ALA-accredited program</p> <p>Working knowledge of LCSH, MARC, AACR2, OCLC, and online library systems</p> <p>Familiarity with best web practices and standards and demonstrated knowledge of digital library content and metadata standards including EAD, MODS< METS, XML/XSL</p> <p>Demonstrated leadership ability with a record of flexibility. Minimum of three years managing digital collections.</p>
Salary and Benefits	<p>Competitive salary and benefits, commensurate with experience. The Country Music Hall of Fame and Museum is an equal opportunity employer.</p>
Application	<p>Please send resume, salary requirements, references and letter of interest to:</p> <p>Carolyn Tate Vice President, Museum Programs Country Music Hall of Fame and Museum 222 Fifth Avenue South Nashville, TN 37203 Fax (615) 255-2245 Email: ctate@countrymusicchalloffame.org</p> <p>No phone calls please. Background check will be required.</p>

Position Title	Non-Print Catalog Librarian, Librarian I
Institution	Michigan State University
Location	East Lansing, Michigan
General Information	The Non-Print Catalog Librarian will report to the Head of the Cataloging and Metadata Services Team and will be responsible for original and complex copy cataloging of non-print resources of all types and formats in a variety of languages and subjects. May

catalog print materials in foreign languages. Creates name authority records for the LC/NACO national authority file, as needed. Participates in the problem solving and policy making activities of the Cataloging and Metadata Services unit; serves as a resource person for library staff on rules and best practices for non-print cataloging; works with the Head of Cataloging and Metadata Services to develop local cataloging policies and procedures for non-print resources; shares with library colleagues relevant information gained from professional activities and uses that knowledge to improve unit operations; monitors cataloging trends and maintains awareness of emerging issues in bibliographic control; participates in library committees, task groups, and special projects, particularly those related to cataloging, metadata, and bibliographic control. The successful candidate will also participate approximately quarter-time in a secondary assignment based on the needs of the library and interests and qualifications of the librarian. Other appropriate duties as assigned.

Librarians are appointed as regular faculty in the continuous appointment system, participate in professional development and scholarly activities, and serve on library and university committees as elected or assigned.

Michigan State University Libraries serve more than 4,900 faculty, 36,000 undergraduates and 11,000 graduate and professional students on a park-like campus of over 5,000 acres. The Main Library and 5 branch libraries have combined holdings of over 5 million volumes. East Lansing is a community of approximately 50,000 located adjacent to Lansing, the state capital.

Qualifications

Minimum Qualifications

Master's degree from an ALA-accredited program; sufficient reading knowledge of one or more foreign languages to catalog items; familiarity with current and emerging cataloging standards and practices, and metadata issues and applications; experience with MARC bibliographic and authorities formats and cataloging and classification standards; experience with a cataloging utility and local integrated library system; effective oral, written, and interpersonal communication skills; ability to work effectively with diverse faculty, students, and staff; ability to be flexible in a dynamic and changing environment; ability to work independently and collaboratively; demonstrated problem-solving skills, as well as an aptitude for complex, analytical work with attention to detail and organization; ability to prioritize work and balance various unit needs; preparation and commitment to conduct independent scholarship consistent with a librarian appointment; capacity and commitment to engage independently in continuing professional development.

Desired Qualifications

Experience with non-print cataloging; experience with the creation of NACO authority records; experience with the III Millennium integrated library system; reading knowledge of a non-Latin alphabet language.

Salary and Benefits

Minimum \$47,000; MSU provides generous fringe benefits.

Application

Open until filled.

Interested applicants should submit a resume, and the names, addresses and e-mail addresses of three references via <https://job.msu.edu>, posting number 5181. Applications will be reviewed beginning 10/14/2011 and be accepted until this position is filled.

For more information about Michigan State University Libraries, visit our website at: <http://www.lib.msu.edu/>

Persons with disabilities have the right to request and receive reasonable accommodation.

MSU is an affirmative-action, equal opportunity employer.

Position Title	Humanities Librarian
Institution	Grinnell College
Location	Grinnell, Iowa
General Information	<p>The Grinnell College Libraries, 2011 winner in the College Library category of the ACRL Excellence in Academic Libraries Award, seek a creative and collaborative Humanities Librarian who is passionate about fostering undergraduate learning, starting summer 2012. Appointment as Assistant or Associate Professor possible. Grinnell College is a highly selective undergraduate liberal arts college. The College's curriculum is founded on a strong advising system and close student-faculty interaction, with few college-wide requirements beyond the completion of a major. The College places a high priority on information literacy and the Libraries are integrally involved with student education through teaching, consultation, and development of collections and tools necessary for conducting inquiry. The Humanities Librarian will serve as academic liaison for Classics, French, German, Music, and Russian, providing faculty contact, reference consultation with students and faculty, information literacy teaching, and collection development.</p> <p>All librarians at Grinnell College also participate in the Libraries' general reference and instruction program, including regularly scheduled hours at the reference desk. The Humanities Librarian will also have leadership responsibility, beyond her or his liaison areas, for developing strategies for promoting library services and collections to faculty, students, and staff. In addition, the Humanities Librarian will have leadership responsibility for developing - in partnership with other groups on campus and in the greater Grinnell community - library-based co-curricular educational programming such as student and faculty readings, lectures, and performances. Grinnell College librarians and staff work in a highly collaborative environment and are organized into four overlapping functional clusters; leadership of each cluster is shared by small teams of librarians and staff. Grinnell College librarians hold faculty status and rank with renewable multi-year contracts; they are evaluated on job performance (including teaching), scholarship, and service.</p>

Qualifications	<ul style="list-style-type: none"> • Master's degree accredited by the American Library Association; • Work experience in an academic library; • Experience with and commitment to reference service and information literacy instruction; • Academic background in the humanities; • Working knowledge of the language, literature and culture of one or more of the following: French, German, Classical Greek, Latin, or Russian; • Familiarity with social media such as Facebook or Twitter and other Internet-based communication tools; • Preferred: experience with marketing or promotion • Preferred: working knowledge of the literature of music scholarship and performance
Salary and Benefits	Salary range \$49,000 or higher, depending on qualifications and experience.
Deadline	12/09/2011
Application	<p>In letters of application, candidates should discuss their interest in developing as a teacher and scholar in an undergraduate, liberal-arts college that emphasizes close student-faculty interaction. They also should discuss what they can contribute to efforts to cultivate a wide diversity of people and perspectives, a core value of Grinnell College. To be assured of full consideration, all application materials should be received by December 9, 2011. Please submit applications online by visiting our application website at https://jobs.grinnell.edu. Candidates will need to upload a letter of application, curriculum vita, and contact information for three professional references including current supervisor. Official transcripts will be required of candidates selected for an on-campus interview. Questions about this search should be directed to the search chair, Richard Fyffe, Librarian of the College at LibrarySearch@grinnell.edu or 641-269-3351.</p> <p>Grinnell College is an equal opportunity/affirmative action employer committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of the nation. No applicant shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, religion, creed, or disability. For further information about Grinnell College, see our website at http://www.grinnell.edu and http://www.grinnell.edu/library.</p>

Position Title	Music Librarian
Institution	Belmont University
Location	Nashville, Tennessee
General Information	<p>Lila D. Bunch Library of Belmont University is seeking a knowledgeable and dynamic professional to fill the 12 month, non-tenured, faculty rank position of Music Librarian. The successful candidate must possess a thorough knowledge of music of various types, with primary emphasis in classical music literature. S/he must be able perform original</p>

	<p>and copy cataloging using LC classification, MARC formats, and AACR2 in an automated library environment; be self-motivated, have strong interpersonal skills, and be willing to work with a variety of users; be an effective communicator and very detail-oriented; have organizational skills to manage all operations of music library and Listening/Viewing Center; have knowledge of playback equipment and audio streaming, be able to read music, and have working knowledge of at least one of the following languages: German, French, or Italian.</p> <p>Belmont University: A comprehensive, coeducational university of approximately 6,000 students located in Nashville, TN, Belmont is a student-centered, teaching university focusing on academic excellence. The university is dedicated to providing students from diverse backgrounds an academically challenging education in a Christian community of learning and service. Belmont is an EOE/AA employer under all applicable civil rights laws. Women and minorities are encouraged to apply.</p>
Position Details	<p>Responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Administer all aspects of the Music Library and Listening/Viewing Center operations, including policies, budgeting, and staffing • Responsible for collection development, reference assistance, and information literacy instruction for music students, faculty, and other users • Perform some original and copy cataloging of music materials; primary emphasis will be on copy cataloging for books and scores, with occasional original cataloging • Supervise two full-time staff and indirectly supervise student assistants • Serve as the library liaison to the various academic programs in the College of Visual & Performing Arts, with primary responsibility to the School of Music • Oversee circulation of Listening/Viewing Room materials
Qualifications	<p>A bachelor's degree (or higher) in music; an ALA-accredited masters in library/information science; an understanding of current issues in music librarianship; knowledge of trends and practices in public services; experience in teaching information literacy sessions in an academic music setting; and knowledge of technology trends in higher education. Preference will be given to candidates with at least three years experience. A second master's degree in music is desirable.</p>
Salary and Benefits	<p>Rank and Salary: Commensurate with qualifications and experience. Excellent benefits.</p>
Application	<p>How to apply: All applications must be submitted online at https://jobs.belmont.edu. The application process will continue until the position is filled.</p>

Position Title	Liaison Librarian
Institution	Banff Centre
Location	Banff, Alberta

General Information	<p>Are you a Library professional with a background in music? The Paul D. Fleck Library and Archives at The Banff Centre is looking for a Liaison Librarian. Liaison Librarians collaborate with faculty, participants, and external partners to develop services and collections to meet the needs of programming disciplines in both traditional and e-learning environments.</p>
Position Details	<p>Provide reference and front-line customer service to faculty, staff, participants, and guests of The Banff Centre about all collections.</p> <p>Provide continuous training, direction, mentorship and leadership to library staff.</p> <p>Select and acquire suitable additions to the music and performing arts collections in various formats based on colleague consultation and analysis of changes in the arts-related programs offered at The Banff Centre.</p> <p>Catalogue all arts-related materials including books, music scores, special collections, audio/visual materials, and the performing arts collections.</p> <p>A flexible schedule is necessary as shifts on evenings and weekends may be required to maintain the Library's 7-day, 72 hour-per-week operation during peak programming activity periods.</p>
Qualifications	<p>The Ideal Candidate:</p> <p>Holds a Masters of Library Science degree from an accredited school of librarianship as well as a degree in Music or comparable experience and relevant arts-related background.</p> <p>Demonstrates strong experience with technology including experience with the Sirsi-Dynix Horizon integrated library system or similar library ILS, and with MS Access or other relational databases.</p> <p>Brings a working knowledge of mark-up and programming languages (including HTML, CSS) to assist with digital content development, maintenance of the library ILS, and other projects.</p> <p>Possesses applicable experience in original and enhancement cataloguing, including knowledge of MARC and AACR2 standards.</p> <p>Is able to prioritize tasks appropriately to manage time and resources most effectively.</p> <p>Has excellent communication skills, both written and oral, and direct experience with mentoring and training staff in a proactive and cooperative manner.</p> <p>Is an advocate of the library who aspires to provide superior customer service.</p> <p>A second language is also an asset.</p> <p>Special Requirements</p> <p>Candidates offered a position with the Centre, in this capacity, will be required to obtain a criminal record check through the local R.C.M.P. detachment, verifying a clear record before a final job offer can be made.</p>
Salary and Benefits	<p>In accordance with CUPE 4318, this is a unionized, permanent, salaried support staff position, subject to a 6-month probationary period.</p> <p>This position pays \$3726.45 per month and increases to \$4140.50 per month after probation, working 35 hours per week.</p>

	The Banff Centre offers a comprehensive benefits package to all of its full time salaried employees and to hourly employees who have accrued 2000 hours of employment. For more information please visit our benefits page.
Deadline	10/02/2011
Application	If this opportunity matches your interest and experience, please submit your application online via The Banff Centre careers website at www.banffcentre.ca/careers/ . We are accepting applications for this position from September 15 until October 2, 2011.

Position Title	Digital Program Librarian
Institution	Loyola Marymount University
Location	Los Angeles, California
Position Details	<p>Summary of Essential Job Duties:</p> <p>Lead and manage the Digital Library Program, comprising digital collections and the institutional repository.</p> <ol style="list-style-type: none"> 1. Lead the technical planning, implementation, management and support of digital collections. Develop project proposals, workflow guidelines, and quality control procedures for library digitization projects; manage selected projects. Manage workflow processes and procedures and content in the CONTENTdm system. 2. In collaboration with collections managers, identify existing content within the library for digitization. Seek out new content and new partners for digital initiatives. 3. Consult with university faculty and staff regarding current and potential digitization projects and services offered by the library. 4. Manage the institutional repository, drafting policies and developing workflows for the deposit of content. Supervise and provide quality control for daily operations. Serve as primary administrator for the Digital Commons site, and liaison with university departments managing journals, refereed series, or symposia on the site. 5. Develop and implement a comprehensive marketing strategy for the repository, including user support and education on scholarly communication issues. 6. Maintain documentation regarding the Program's strategic plan, project plans, policies, procedures, workflow processes, and best practices. Provide regular reports on progress and status of projects and repository. 7. Maintain web presence and interface for the Digital Library Program. Lead and coordinate usability activities. 8. Identify grant and other external support opportunities and take the lead in writing grants for the Program. 9. Work with the Outreach Librarian to publicize the Program, and promote use of digital collections through classroom demonstrations, meetings, and professional conferences.

	<p>10. Participate in professional responsibilities as required, which may include service at the library's Information Desk, collection development and library liaison responsibilities for selected subject areas, and library and university committee work.</p> <p>11. Contribute to the profession through publications, formal presentations, and participation in relevant professional associations and groups, locally, regionally and nationally.</p>
Qualifications	<p>Experience: Minimum two - three years of professional library experience in progressively responsible positions.</p> <p>Demonstrated knowledge in the areas of: metadata schemes and standards, including MARC, EAD, VRA Core, RDA, and Dublin Core; wide variety of digital media including text, music, still images, audio, and video; current trends in higher education; digital library practices, including rights management and preservation.</p> <p>Exemplary written, oral, and presentation communication skills.</p> <p>Highly developed organizational and leadership skills. Strong project management skills. Capacity to thrive in an environment of change and to foster that capacity in others, including curiosity about new technologies.</p> <p>Demonstrated computer competency and knowledge of XML, CONTENTdm, and Digital Commons or other IR systems.</p> <p>Required Education: Typically a Master's Degree in Library/Information Sciences from an ALA-accredited program or related field or equivalent experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of the profession.</p>
Application	Requisition Number: 0120195

Position Title	Editor Assistant II
Institution	University of California Santa Barbara
Location	Santa Barbara, California
General Information	<p>The University of California Santa Barbara's American Discography Project has posted a second position vacancy notice. This is a new position, different from the one for which a vacancy notice was posted several weeks ago. Candidates for the former position are encouraged to apply for this one as well.</p> <p>The American Discography Project is an expansion of the UCSB Encyclopedic Discography of Victor Recordings (EDVR). The university has licensed online rights to several print discographies and will be converting them to a digital format for a new website. This work is being undertaken in part to augment the project's support of the</p>

	Library of Congress National Jukebox.
Position Details	Assists in editing the American Discography Project, makes recommendations on editorial practice and assists with general administrative project duties.
Qualifications	<p>Minimum Requirements At least two years of college and/or work experience in editing, proofreading, and producing online publications. Good organizational skills and demonstrated ability to do detailed, accurate work. Accurate typing skills. Excellent grammar, spelling and proofreading skills. Familiarity with standard office computer programs. Ability to exercise independent judgment and problem solve. Ability to work in a team environment.</p> <p>Desirable Requirements Background in music and familiarity with sound recordings desirable. Demonstrated ability using database software and experience working in library cataloging or processing environment desirable.</p>
Salary and Benefits	Salary Range: \$2,702 - \$3,067/mo.
Deadline	10/05/2011
Application	A full description of the position, and details on applying, may be found at: jobs.ucsb.edu/applicants/Central?quickFind=185471

Position Title	Editorial Assistant
Institution	University of California Santa Barbara
Location	Santa Barbara, California
General Information	The University of California Santa Barbara's Encyclopedic Discography of Victor Recordings project is undergoing a reorganization and expansion. Under a new initiative called the American Discography Project, the university has licensed online rights to several print discographies and will be converting them to a digital format for a new website. This work is being undertaken in part to augment the project's support of the Library of Congress National Jukebox.
Position Details	<p>Under general supervision, creates new database records and edits the Encyclopedic Discography of Victor Recordings (EDVR), a database and online discography that describes 170,000 master recordings made by the Victor Talking Machine Company and RCA Victor Records. Upgrades database entries relating to Berliner Gramophone Company records. Berliner data from a print discography have been keyed into the EDVR database by an offshore contractor.</p> <p>Verifies each Berliner database record, upgrading and editing as necessary, and assures that the entries are accurate and complete in preparation for online publication in the EDVR website. The underlying database of the EDVR is shared by the American</p>

Discography Project, a discography of other record labels. Assures integrity of shared database tables of names by coordinating with editor of the ADP to establish and adhere to uniform editing rules applicable to both projects that do not create data conflicts within the database. Works with Project Editor to coordinate publication of the website that emanates from the two projects. Devises procedures and tools to assure that data elements common to the two projects appear only on relevant website records. Coordinates with the ADP editor to maintain name authority tables utilized by the project. Proofreads, edits, and performs data entry for publication of data. Assists Project Manager/Editor and consultants in preparing data for online access. Provides administrative assistance and support to Project Manager/Editor. Hires, trains, supervises and evaluates student assistants assigned to the project.

Work is performed at a remote Location, the Annex.

This is a grant funded position with an anticipated end date of 9/30/2013.

Qualifications

Minimum Requirements

Experience equivalent to two years of editing bibliographic-type works for publication, cataloging audio-visual works in a library, or copy-editing, with a minimum of supervision. Experience writing for publication, including excellent grammar, spelling and proofreading skills. Experience conducting research using online resources, including library databases (e.g., WorldCat/OCLC, subscription databases), and public websites. Ability to assess a variety of available print and other resources to determine the most authoritative information. Ability to meet deadlines. Excellent keying skills and experience with office computer programs. Excellent interpersonal and communication skills and ability to multitask.
Ability to work in a team environment.

Desirable Requirements

Supervisory experience and knowledge of popular, folk, and classical music history desirable. Knowledge of early sound recording industry helpful.

Salary and Benefits

\$3,121 - \$3,668/mo.

Deadline

09/22/2011

Application

A full description of the position, and details on applying, may be found at: jobs.ucsb.edu/applicants/Central?quickFind=185444.

Position Title

Publicity & Outreach Officer

Institution

Music Library Association

General Information

The Publicity & Outreach Officer promotes and enhances the visibility of the activities of the Music Library Association, including awards, publications, services and annual

	<p>meetings, through informational campaigns and exhibits; provides general oversight of MLA's publicity-related activities including public relations, outreach and marketing; engages in outreach to varied audiences about music librarianship; and manages MLA's Organizational Liaison Program. The Publicity & Outreach Officer is an ex-officio member of the Development, Education, Outreach and Publications Committees; works closely with the chair of the Awards Committee, MLA Newsletter editor and MLA's business office at A-R Editions; reports to the President and Board of Directors; and prepares relevant budgets and reports.</p>
Position Details	<p>Arranges and coordinates an MLA exhibit at and attends the ALA Annual Conference and 1-2 other conferences each year. At the ALA Annual Conference, participates in the ALA Spectrum Leadership Initiative Professional Options Fair.</p> <p>Writes and distributes announcements and press releases to the MLA membership, related organization listservs and publications, and media in MLA's Annual Meeting locales as appropriate.</p> <p>Sends annual mailing to North American schools of library and information science.</p> <p>Manages MLA's Organizational Liaison Program, including a business meeting at the MLA Annual Meeting (see www.musiclibraryassoc.org/about.aspx?id=61 under "Organizational Liaisons").</p> <p>Serves as a distributor of MLA membership brochures and Careers in Music Librarianship brochures.</p> <p>Provides publicity materials for outreach events and in response to requests.</p> <p>Engages in outreach activities in the Officer's local area as appropriate, e.g., reaching out to library schools and music students, public libraries, career fairs, secondary schools.</p>
Qualifications	<ul style="list-style-type: none"> · Membership in the Music Library Association with a good understanding of its organizational structure and publications · Excellent organizational and management skills · Effective communication skills including excellent writing and editorial skills · Ability to be proactive and creative in enhancing the visibility of the Association · Enthusiasm for interacting with a wide variety of people and for some travel · Experience in writing press releases desirable
Salary and Benefits	<p>Honorarium: \$2,700 per annum and expenses necessary to carry out responsibilities.</p>
Deadline	<p>Friday, December 30, 2011</p>
Application	<p>Interested MLA members should submit a letter of application along with three references to Patricia Fiskens, Search Committee Chair, postmarked no later than 30 December 2011. Applications sent via email or via USPS are acceptable. Interviews will take place during the Dallas MLA meeting (preferably Thursday or Friday, February 16 or</p>

17, 2012). Appointment will be made before the close of the MLA meeting (Saturday, February 18, 2012).

Send applications to:

Patricia Fiskén
Search Committee Chair for
MLA Publicity & Outreach Officer
Head of Paddock Music Library
6245 Hopkins Center
Dartmouth College
Hanover, NH 03755

or

patricia.fisken@dartmouth.edu

Search Committee Members: Joyce Clinkscales, Abigail Cross, Diane Steinhaus

Position Title	Technical Library Assistant
Institution	Rowan University
Location	Glassboro, NJ
Position Details	The incumbent performs duties on a 35 hour per week basis with a varying schedule. Some evenings and weekend days may be required. The Technical Library Assistant oversees Circulation and Reserve Services in the Music Library; in accordance with established circulation procedures, charges and discharges books, scores, media, equipment, reserve items; tracks overdue materials through the ILS Circ module. Pursues returns, collects fines; organizes materials for faculty document delivery service; resolves user complaints and ensures compliance with Library circulation rules, policies, and procedures; recommends changes in branch policies and procedures; provides quick information and assists patrons in using library resources; refers queries to music librarians as appropriate; oversees general stack maintenance, shelf reading and occasionally the shifting of materials within the branch; participates in copy-cataloging and processing, as assigned; promotes resources sharing services; provides instruction and assists users in completing forms; performs or oversees minor repairs to music library materials; oversees the processing of bindery shipments; reports inaccuracies in the catalog as reported or noticed; performs catalog maintenance in the online catalog as assigned; assists in the hiring, training, supervising, and scheduling of student workers; assists in setting work priorities for student workers; maintains open communication with all members of Rowan Library Services about student employee assignments, problems and accomplishments; opens and/or closes the Music Library, as scheduled; under direction of Head of Music Library, writes and maintains procedural documentation for staff and students prepares statistical reports using Music Library

	data; creates and mounts displays that promote the Music library, its resources and services; performs other duties as assigned by the Head of the Music Library.
Qualifications	Note: Appointee will be provisional pending NJ Civil Service Commission Open Competitive Examination. Requirements: Four (4) years of experience in work involving the processing of technical clerical work in a library, one (1) year of which shall have included the supervision of Library Assistants or other clerical titles. Preferred Qualifications Ability to read music preferred Knowledge of library operations, experience working in a music library preferred Knowledge of Integrated Library systems, Voyager preferred
Salary and Benefits	S17 - \$41,933.71 to \$47,652.52
Deadline	10/27/2011
Application	Interested candidates should send resume/application and letter of interest to: Rowan University Human Resources 201 Mullica Hill Road Glassboro, NJ 08028 This position is subject to the residency requirements of the NJ First Act (N.J.S.A. 52:14-7, P.L. 2011, Chapter 70). Any person hired to this position shall either have their principal residence in New Jersey or they have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

Position Title	Editor, MLA Index and Bibliography Series
Institution	Music Library Association
General Information	The Editor is responsible for the acquiring and editing of all titles published in MLA Index and Bibliography Series. This series comprises a set of bibliographies, indexes, checklists, discographies and other types of guides to music and music literature. All areas of music study are covered, including popular music, American music, historical bibliography, new musicology, ethnomusicology and projects with potential to reach the broader musical public. The series is co-published with A-R Editions, Inc.
Position Details	Position Details: <ul style="list-style-type: none"> • Solicits and receives manuscripts • Consults with appropriate readers in selecting manuscripts to recommend for publication

	<ul style="list-style-type: none"> • Recommends manuscripts for publication to MLA Board and A-R Editions, Inc. • Works with author in the preparation of the manuscript from the proposal stage through the final publication process • Submits regular reports to the MLA Board on the Series' activities • Serves as a member of the MLA Publications Committee and attends meetings as required <p>Term: The appointment is one year, with reappointment possible for a maximum of four additional years. The Board reviews the performance of the editor annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed prior to the February 2012 annual meeting and is expected to attend annual Publications Committee meetings beginning in February 2012.</p>
Qualifications	<p>Experience in editing</p> <ul style="list-style-type: none"> • Excellent writing and communication skills • Familiarity with music indexing and bibliographic tools and techniques • Familiarity with the latest edition of The Chicago Manual of Style • Knowledge and experience with current publishing processes • Broad knowledge of music reference resources • Ability to think creatively about possible series content, and to motivate and encourage potential authors to bring projects to a timely completion • Broad knowledge of and several years experience working in the music library profession • Successful publications in this area are a plus • Membership in MLA
Salary and Benefits	Honorarium: \$350 per title.
Deadline	December 9th, 2011
Application	<p>Please send a letter of application and resume with a list of three professional references by e-mail attachment to:</p> <p>Jean Morrow, Chair MLA Index and Bibliography Series Editor Search Committee jean.morrow@necmusic.edu</p> <p>Recommendations for candidacy are welcome by the Search Committee (Jean Morrow, Chair; Linda Solow Blotner, Philip Vandermeer, James Zychowicz)</p>

Position Title	Music Librarian for Special Collections
Institution	University of North Texas

Location	Denton, Texas
General Information	<p>Primary Purpose: This is a professional position in the Music Library at the University of North Texas (UNT) Libraries. The Music Librarian for Special Collections will work with Head of the Music Library and the Music Librarian for Audio and Digital Services to provide access to and organize, highlight, and preserve the unique, valuable, and diverse holdings of the Music Library's special collections. Work is performed under the general supervision of the Head of the Music Library and the Associate Head, Music Library.</p> <p>Institution One of the largest academic music libraries in the United States, the UNT Music Library contains over 300,000 print volumes of books, periodicals, scores, dissertations, and reference works in many languages. In addition, there are close to 900,000 recordings in all formats, from Edison cylinders and 78s to compact disc and digital tape recordings. The UNT Music Library's many special collections include those of such notable figures as Leon Breeden, Willis Conover, Stan Kenton, Arnold Schoenberg, Don Gillis, Maynard Ferguson, and Julia Smith; the WFAA, WBAP, & Song Collections; the George Bragg Boy Choir Library; and the Edna Mae Sandborn Rare Book Music Room, which houses rare scores and books from the 11th to the 20th centuries. The Music Library is staffed by nine full-time employees, as well as more than 30 Graduate Library Assistants and part-time student assistants.</p> <p>With about 36,000 students, UNT is the nation's 33rd largest university. As the largest, most comprehensive university in Dallas-Fort Worth, UNT drives the North Texas region. UNT offers 97 bachelor's, 88 master's and 40 doctoral degree programs, many nationally and internationally recognized. A student-focused public research university, UNT is the flagship of the UNT System.</p>
Position Details	<p>Duties and Responsibilities:</p> <p>Duties may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Organizing, processing, describing, and providing finding aids for new and existing special collections • Conceptualizing, designing, researching, and installing exhibits • Assisting with the scheduling, training, direction, and evaluation of student workers • Responding to all forms of communication, including walk-ins, regarding reference and research questions related to the music special collections from administration, faculty, students, staff, independent scholars, and the general public • Developing and maintaining close interactive relationships with library staff, as well as university and community groups • Collaborating with other Music Library staff on content and design for brochures and other departmental publications • Providing instruction to staff and researchers on the nature and proper handling of special materials • Staffing Music Library Service Desk
Qualifications	Education:

	<p>Undergraduate degree in music Masters degree in library science and/or information science from an ALA accredited institution, or Advanced degree in a relevant research area and significant experience in a music special collections setting</p> <p>Experience: Required:</p> <ul style="list-style-type: none"> • Two years of relevant experience in a music library • Familiarity and experience with basic principles and best practices of archives and special collections management • Graphics and office software (such as Adobe Photoshop and Microsoft Word and Outlook) and some experience with website maintenance • Excellent oral and written communication skills • Demonstrate strong commitment to public service • Good office skills • Manual dexterity • Ability to lift 40 pounds • Ability to use machinery and equipment while standing <p>Preferred:</p> <p>Electronic catalog experience with OCLC systems Knowledge of one or more Western European foreign languages, preferably German</p>
Salary and Benefits	Salary commensurate with rank and experience.
Deadline	Until the search is closed.
Application	<p>Submit online application to the following URL: http://facultyjobs.unt.edu.</p> <p>UNT is an AA/ADA/EOE.</p>

Position Title

Music Reference Intern

Institution

Interlochen Center for the Arts

Location

Interlochen, Michigan

General Information

Now entering its 85th season, the Interlochen Arts Camp is the premier summer arts program for aspiring artists in grades 3 through 12, attracting students, faculty and staff from all 50 U.S. states and more than 40 countries. Each summer, 2,500 students come to Interlochen to train intensively with

renowned instructors, producing more than 400 presentations in music, theatre, dance, visual arts, creative writing and motion picture arts.

Position Details

The Music Reference Interns are the face of the Fennell Music Library during the summer. As part of Interlochen's summer library team, the interns provide reference and circulation assistance for faculty, staff, and campers during Interlochen's annual arts camp. Duties include circulating print music and recordings, some photocopying, and fulfilling patron information needs. Assist Ensemble Library Interns as needed. Additional projects may be assigned.

Dates: Thursday, June 21 through Sunday, August 5, 2012

Number of positions: 2

Qualifications

Candidates must have knowledge of classical music and jazz, familiarity with print and electronic music resources, ability to read music, and strong written and verbal communication skills. A moderate level of computer literacy is essential; experience with Mac OS and applications is preferred. Applicants must possess excellent customer service skills, be very attentive to detail, and display a willingness to participate in a team environment. Candidates holding or working towards a MLS degree are encouraged to apply.

Salary and Benefits

Stipend plus room and board.

Application

Open until filled.

Admission is offered on a rolling basis, so it is best to submit your application early.

Apply online: <http://www.interlochen.org/summerjobs>

Send questions to: muslib@interlochen.org

Position Title

Ensemble Library Intern

Institution

Interlochen Center for the Arts

Location

Interlochen, Michigan

General Information

General Information: Now entering its 85th season, the Interlochen Arts Camp is the premier summer arts program for aspiring artists in grades 3 through 12, attracting students, faculty and staff from all 50 U.S. states and more than 40 countries. Each summer, 2,500 students come to Interlochen to train intensively with renowned instructors, producing more than 400 presentations in music, theatre, dance, visual arts, creative writing and motion picture arts. Ensemble Library Interns utilize their skills to serve

the music needs of campers, faculty, staff, and alumni participating in large performing ensembles (band, choir, jazz, and orchestra) during Interlochen's six-week arts camp.

Position Details

Duties include preparing and distributing music for assigned large performing groups; marking bowings, numbering measures, inserting cuts, dynamics, etc. as indicated by the conductor and faculty; photocopying; filing music; and attending all rehearsals/concerts. Program includes a two-day learning intensive covering the basics of performing ensemble librarianship. Work closely with the Ensemble Managers. Some evenings and weekends are required.

Dates: Saturday, June 16 through Monday, August 6, 2012 (includes two-day training June 16 and 17)

Number of positions: 5

Qualifications

Knowledge of classical music and jazz, ability to read music, and excellent written and verbal communication skills are fundamental. A moderate level of computer literacy is essential; experience with Mac OS and applications is preferred. Familiarity with Finale and/or Sibelius is a plus. Candidates must be self-motivated as well as possess the ability to work independently and as part of a team. Attention to detail and the capacity to perform in a fastpaced, deadline-driven environment are essential. Must be able to lift and transport boxes on wheeled carts across campus. Candidates holding or working towards a MLS degree are encouraged to apply.

Salary and Benefits

Stipend plus room and board.

Application

Open until filled.

Admission is offered on a rolling basis, so it is best to submit your application early.

Apply online: <http://www.interlochen.org/summerjobs>

Send questions to: muslib@interlochen.org

Position Title

Music Librarian

Institution

Davidson College

Location

Davidson, North Carolina

General Information

The Davidson College Library is looking for an enthusiastic, creative, and service-oriented music librarian. The position is 9 months full-time and 3 months (summer) part-time. The successful candidate will oversee a music collection of over 17,000 scores, books, and CDs, work closely with students, faculty, and staff, and contribute to the library's music information literacy initiatives.

Davidson College is a highly selective, private liberal arts college with 1,900 students and approximately 700 faculty and staff. Established in 1837 by Presbyterians, it has been widely regarded as one of the top liberal arts colleges in the country. Located in historic, charming Davidson, NC, 19 miles north of Charlotte, the college enjoys an ideal location two hours from the mountains and four hours from the ocean.

Position Details

Responsibilities:

- Develop the music library collection
- Assess current music library holdings, and assist in the filling of lacunae in the collection
- Provide reference and research assistance to students and faculty, both individually and in groups
- Staff the reference desk, including a regular evening and weekend shift
- Review music-related catalog records, advising or assisting cataloging staff in modifying records in order to improve the discovery of and access to music materials
- Provide outreach to music department faculty, students and staff, as well as the larger campus community
- Assist with the development and creation of user guides and training materials
- Participate in the library's information literacy program
- Other duties as assigned

Qualifications

Required:

- MLS from an ALA-accredited program
- Substantial coursework in music; MM or PhD in Music highly desirable
- Ability to read music
- Strong interpersonal skills
- Strong oral and written communication skills
- Strong service orientation
- Ability to work collegially and collaboratively
- Knowledge of and familiarity with information resources, especially in music

Desired:

- Direct familiarity with an academic library
- Music cataloging experience
- Reference experience in music and other disciplines
- Experience teaching information literacy sessions
- Liberal arts college background
- Familiarity with a second language

Application

This is a 12-month position reporting to the Assistant Director for Information Literacy and Content Selection. The position is full time for 9 months (academic year) and part-time for 3 months (summer), and the term is two years with a possibility of extension. The anticipated start date will be as soon as possible. Review of applications will begin immediately.

To apply: visit <https://jobs.davidson.edu>. Please include a cover letter, resume, and the names, addresses, e-mail addresses, and telephone numbers of three references.

Davidson is strongly committed to achieving excellence and cultural diversity, and welcomes applications from women, members of minority groups, and others who would bring additional dimensions to the college's mission.

Position Title

Performing Arts Librarian

Institution

University of California, Santa Barbara

Location

Santa Barbara, California

General Information

The University of California, Santa Barbara, one of ten campuses of the University of California system, is seeking dynamic, highly motivated candidates for the position of Performing Arts Librarian to provide collection management, research assistance, instruction, and outreach services to students, faculty, staff and community users.

Position Details

Reporting to the Head of Reference Services and participating in the Humanities Collection Group, the Performing Arts Librarian has responsibility for all aspects of collection management and development for film and media studies, theater and dance, including selection of information resources, collection management and evaluation, faculty liaison, budgetary management, and resource sharing, including participation in University of California system-wide collection development and preservation projects for print and digital resources. Provides engaged, knowledgeable liaison and collaboration with faculty and students to develop their awareness of the complex and changing scholarly information environment. Collaborates in the development of both print and digital collections relating to the performing arts, maintaining awareness of developments in scholarly communication, intellectual rights, and publishing related to the performing arts.

Responsibilities include working individually and as part of a team to contribute to creative and innovative approaches to advancing the Library's services. Participates in scheduled multi-disciplinary reference desk service, online chat reference for the UC cooperative, research consultation and instruction in assigned disciplines, and outreach activities. Includes some evening and weekend assignments. Participates in an active instructional program, including teaching a credit-bearing library research class. Develops and delivers presentations to specialized classes and provides individualized assistance to students and faculty in the performing arts departments. Has responsibility for the design and maintenance of print and online guides to specialized library resources.

Qualifications

Required: ALA accredited MLS. Academic background and/or knowledge in performing arts or related disciplines demonstrated through undergraduate, or advanced degree, coursework, or work experience. Demonstrated experience in reference and library instruction. Ability to create instructional materials and utilize web design tools to facilitate instructional goals. Understanding of current and emerging trends in performing arts scholarship and the ways in which scholars and performers in the arts produce and use information resources.

A strong commitment to excellence in public service and the ability to work effectively in a collaborative and culturally diverse environment. Demonstrated initiative and flexibility. Excellent oral, written, and interpersonal communication skills. Ability to work effectively with students, faculty, staff and community users.

Preferred: Advanced degree in film and media studies, theatre or dance. Experience with digital audio and video collections and services in libraries. Two-three years professional experience in an academic library.

Salary and Benefits

Salary commensurate with qualifications. Librarians at the University of California, Santa Barbara are professional academic appointees who accrue vacation at the rate of two days per month and sick leave at the rate of one day per month. The University has an excellent retirement system, which is coordinated with Social Security. A selection of group health, dental, vision, and life insurance plans are offered by the University.

Deadline

12/10/2011

Application

Consideration of applications begins immediately and continues until the position is filled; applications received by *December 10, 2011* will receive first consideration. Send cover letter, resume, and the names, addresses, telephone numbers and email addresses of three references to:

Judy Gorrindo
Human Resources, Davidson Library
University of California
Santa Barbara, CA 93106-9010

*Applications may also be sent via email –gorrindo@library.ucsb.edu

Appointment and/or continued employment is contingent on successful completion of a background check. The University of California, Santa Barbara is an Equal Opportunity/Affirmative Action Employer and invites applications from all who meet the stated qualifications.

Position Title

Director, Institute of Jazz Studies, John Cotton Dana Library

Institution

Rutgers, the State University of New Jersey

Location

New Brunswick, New Jersey

General Information

LIBRARY AND UNIVERSITY PROFILE: Rutgers University is a member of the Association of American Universities. The university, spread over three regional campuses, includes over 50,000 graduate and undergraduate students and 2,500 faculty, engaged in numerous degree-granting, research, and professional programs in all disciplines, as well as a broad spectrum of service programs for the state. Situated on 35 acres in downtown Newark, Rutgers-Newark is

part of a dynamic urban environment and is positioned to take a leading role in the further revitalization of Newark. The Newark campus is a doctoral-degree granting research institution, classified as a Carnegie Research Intensive institution. Rutgers-Newark offers 14 doctoral programs: American studies, applied physics, behavioral and neural science biology, chemistry, criminal justice, environmental science, global affairs, management, mathematical sciences, nursing, psychology, public administration, and urban systems. With more than 11,000 graduate and undergraduate students and anticipated growth in the student body, as well as in the number of resident students, the Rutgers-Newark Campus is the nation's most diverse national university campus. The Rutgers University Libraries (RUL), comprised of libraries on the University's Camden, New Brunswick, and Newark campuses, all reporting to the Vice President for RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY Information Services and University Librarian, operate as a unified library system with coordinated public services, technical services, and collection development. The Libraries have a staff of 304, a budget of \$21 million, and holdings numbering more than 3.6 million volumes. Rutgers University Libraries are a member of ARL, CRL, Lyrasis, NERL, and VALE, and use SirsiDynix and OCLC as their primary bibliographic utilities. The John Cotton Dana Library, in conjunction with the other Rutgers libraries, provides services and support for the Newark campus. The Dana Library includes 12 library faculty and 25 staff positions, with a budget of \$2.7 million. The world-renowned Institute of Jazz Studies, a special collections unit of the John Cotton Dana Library, is the world's largest jazz archive. With over 100,000 sound recordings, 100 distinct archival collections, over 30,000 photographs, extensive oral history collections, books, jazz periodicals, musical instruments and other memorabilia, the Institute of Jazz Studies supports research by students at all levels, scholars and writers from around the world, musicians, arts institutions, record labels, and the media. The university's highly regarded Masters of Arts Program in Jazz History and Research is supported directly by IJS collections and staff. The Institute also maintains an active outreach program, furthering jazz education in many ways, and supports scholarship through the publication of the Journal of Jazz Studies, a leading English-language scholarly jazz journal, and the Studies in Jazz monograph series. For more information go to the RUL website: <http://www.libraries.rutgers.edu> and to learn about the Dana Library and Newark Campus go to: <http://library.newark.rutgers.edu>. Rutgers is an ADVANCE institution, committed to increasing diversity and the participation and advancement of women in the STEM disciplines.

Position Details

The Rutgers University Libraries seek an experienced, innovative, and service-oriented leader to fill the position of Director of the Institute of Jazz Studies on the Newark Campus of Rutgers, The State University of New Jersey. Reporting to the Assistant Chancellor and Director of the Dana Library, the Director of the Institute of Jazz Studies (IJS) will provide vision, energy and strong leadership for IJS in the fulfillment of all aspects of its mission, as a world - renowned research collection of jazz. Will oversee all aspects of IJS operations and services, ensuring outstanding research services to the diverse scholarly community. Will evaluate and recommend the acceptance of gift collections. Will work with the IJS Head of Technical Services in prioritizing and overseeing the processing and preservation of archival collections. Will provide guidance for the archivists in the application of best practices and cutting-edge techniques in the management and processing of archival collections. As one of the library liaisons to the Masters' Program in Jazz History and Research, will identify appropriate collaboration opportunities with teaching faculty, assist in the orientation for incoming graduate students, and

provide research assistance for faculty and students in Jazz History and Research and related disciplines, such as the doctoral program in American Studies. In collaboration with other units of the Libraries, will work to enhance the digital presence of the IJS. The Director will be responsible for interpreting the holdings of the IJS collection to both the international scholarly community and the broader public, and for representing the Institute on the regional, national and international stage. The Director will develop programming, such as exhibitions, conferences, symposia, lectures, and musical performances, to provide broad exposure to the resources of the Institute. Works with the Dana Library Director in identifying and pursuing external funding sources, including individual donors and grant funding agencies, and will plan and manage grant-funded projects. As a member of a university-wide faculty, the Director of the Institute of Jazz Studies is expected to participate in system-wide initiatives, committees, and task forces, and to demonstrate commitment to continual professional development through scholarly research relevant to areas of responsibility, including publications, presentations and participation and leadership in the work of relevant scholarly and professional associations.

Qualifications

The successful candidate will possess extensive professional experience and accomplishment in academic or research library special collections, archives, or similar settings, or as an academic and researcher, with relevant managerial and administrative experience and the ability to articulate a vision of the role of archival and research collections in the delivery of information services to a diverse academic community. An experienced and qualified American music scholar with an academic background including a MLS/MLIS from an ALA-accredited institution; or, a Master's degree and/or doctorate in History, Archival Studies, Jazz Studies, Music, or a closely-related, relevant advanced degree, the successful candidate will have an exemplary record of scholarship, and a strong record of leadership and service. Must have the ability and desire to meet tenure and promotion requirements. Key skills include effective communication with library, archival and jazz studies colleagues, other teaching faculty, administration, students, and alumni; innovation, and organizational ability and leadership ability. Experience working with donors of rare or archival materials. Familiarity with issues relating to managing and preserving digital collections.

Salary and Benefits

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

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

Application

CONSIDERATION OF APPLICATIONS WILL BEGIN IMMEDIATELY. To apply please email your application in Word format (include cover letter, resume, names of three references, and where you saw the position advertised) to: Sandra Troy, (APP. 196), University Libraries Human Resources Manager, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email: rulhr@rulmail.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	Multimedia Librarian
Institution	Youngstown State University
Location	Youngstown, Ohio
General Information	Summary of Position: To manage the operations of the Multimedia Center of Maag Library including digital technology initiatives and services; provide assistance to patrons in all public service areas of Maag Library, with a special emphasis on assistance in the disciplines relating to the College of Fine and Performing Arts.
Position Details	<p>Job Duties:</p> <p>Plans and manages the operation of the Multimedia Center located on the third floor of Maag Library ensuring that it is staffed and open to students and faculty seven days a week and contains the resources and equipment needed to support the curricular needs of students and faculty.</p> <p>Assists all patrons, regardless of location, in library use and in identifying and accessing information relevant to their needs.</p> <p>Develops policies and procedures to address issues of access, preservation and conservation of audio, video, and other media resources. The librarian is primarily responsible for identifying, evaluating, implementing and teaching the use of new and current technologies to improve information access and learning materials to support the library's mission. Implements and manages digital technologies (e.g. podcasting, digital recording, and conversion projects). Maintains an awareness of multimedia resources for all colleges and departments, with emphasis on programs in Fine and Performing Arts.</p> <p>Serves, as directed, as a library liaison to the College of Fine and Performing Arts which includes the Departments of Art, Music, Communications, and Theater. Collaborates with the Archives & Special Collections unit within Maag Library on identifying, planning and implementing digital preservation projects.</p> <p>Maintains an awareness of contemporary and historical information resources critical to the University's scholarly programs in Fine and Performing Arts. Works with the faculty and staff of the Departments of Art, Music, Communications, and Theater to develop local and remote collections supporting those programs.</p> <p>Develops and conducts Information Literacy programs for faculty, students and staff, with a particular emphasis on supporting students, faculty, and staff in the Fine and Performing Arts.</p> <p>Works with faculty and staff within the College of Fine and Performing Arts and with the</p>

	<p>Departments of Art, Music, Communications, and Theater to advance teaching, learning and research in those programs through the innovative application of information.</p> <p>Participates in public services rotation work, including evenings and weekends.</p> <p>Compiles necessary statistics and prepares reports for YSU schools, departments, regional accrediting agencies, state agencies and/or professional organizations.</p> <p>Conducts library research as appropriate or as directed.</p> <p>Serves on internal library committees or functional teams as necessary or as directed.</p> <p>Performs other appropriate duties as assigned.</p> <p>Direct supervision exercised over Classified support staff and student assistants.</p> <p>Work Schedule: Rotates shifts including evenings and weekends</p> <p>Type of Appointment: Full-Time</p>
Qualifications	<p>Minimum Qualifications: ALA-accredited MLS/MLIS</p> <p>Desired Qualifications:</p> <p>Undergraduate major or minor in music.</p> <p>Significant knowledge of music literature as evidenced by course work, degree or experience in several music disciplines.</p> <p>Knowledge and experience in digital multimedia.</p> <p>Excellence in written and oral communication skills.</p> <p>Demonstrated ability to learn and apply new technologies quickly.</p> <p>Evidence of ability to manage multiple responsibilities in a changing environment.</p> <p>Familiarity with copyright law and licensing issues as they pertain to sound recordings.</p> <p>Experience with grant-writing.</p> <p>Experience in public service, including the ability to interact effectively with faculty, staff and students.</p>
Salary and Benefits	\$42,027 - 71,485
Deadline	Open Until Filled
Application	<p>Date Position is Available: January 1, 2012</p> <p>To apply for the position, visit: https://jobs.ysu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1323800839283.</p> <p>Documents that MUST be attached to complete the application process: Resume, Cover Letter</p>

Special Instructions to Applicants: Applicants chosen for interviews will be required to bring official transcripts at the time of the interview.

Position Title	Archivist
Institution	Pacifica Foundation
Location	North Hollywood, CA
General Information	The Pacifica Radio Archives is looking to hire a regular full time Archivist who will oversee the preservation and cataloging activities of a collection of 55, 000 reel-to-reel tapes.
Position Details	Responsibilities include cataloging current archival holdings. Performing in-house preservation tasks including, but not limited to re-boxing and re-spooling tapes, preservation transfers, and creating derivatives from master tapes.
Qualifications	Required: ALA-accredited M.L.I.S. degree or a related M.A. with a specialization in audiovisual preservation with at least two years archival experience. Preferred: Experience handling a variety of audio formats, especially ¼” reel-to-reel analog audio tape, in an archival context, experience with cataloging, including file-naming conventions; demonstrated grant writing experience; familiarity with the PBCore metadata standard; experience with word-processing and database systems (Word, Excel, etc.); Demonstrated interpersonal skills and the ability to work both as part of a small team and independently.
Application	Please send resume to pacarchive@aol.com fax to 818-506-1084.

Position Title	Department Head, Full-time
Institution	Carnegie Library of Pittsburgh
Location	Pittsburgh, Pennsylvania
General Information	Carnegie Library of Pittsburgh, established in 1895, is a major urban library located in Western Pennsylvania, in the Oakland area of the city. It is immediately adjacent to both the University of Pittsburgh and Carnegie Mellon University and shares a campus with the Carnegie Museums of Art and of Natural History. Pittsburgh has an especially vibrant arts community that offers great music, art, theater, film, dance and more. In just the past year Pittsburgh has been listed as the Most Livable City (Forbes), the Best Place to Live in the United States (The Economist), and the #1 best city to relocate (CNBC). The Library’s mission is "To Engage our Community in Literacy and Learning." CLP serves

	<p>as the state designated District Library for all public libraries in Allegheny County, providing such services as materials sorting and delivery, district interlibrary loan, continuing education and teen services coordination. CLP is one of four Statewide Resource Centers in the Commonwealth.</p> <p>CLP is committed to offering the best in library services through unique and authoritative collections, creative programs, and a well-trained staff to help meet the dynamic and diverse needs of customers and libraries in the Pittsburgh region and around the globe.</p> <p>The Music, Film and Audio Department has a distinguished collection including over 100,000 music books and scores, 38,000 CDs, 24,000 DVDs, 7,000 books on CD and more. Historical collections include standard and rare music periodical and serial subscriptions and expanding collections of Pittsburghiana.</p>
Position Details	<p>Job Summary: Carnegie Library of Pittsburgh is seeking an experienced music librarian with a knowledge of popular film and television to assume the leadership of the Music, Film & Audio department.</p> <p>Responsibilities include, but are not limited to: Developing, managing and preserving the music, film and audio collections in all formats. Sustaining and growing online web access to unique collections; Supervising and evaluating four full-time and six part-time staff; Leading and serving on the reference services desk including evening and weekend hours; Managing department and materials budgets and serving as part of the Main Library management team; Acting as liaison to the city's active arts community and with important Friends of the Music Library organization.</p> <p>Work Hours: Regularly scheduled Monday – Friday, 9:30 am – 6:00 pm and evenings and weekends as needed.</p>
Qualifications	<p>MLS from an ALA accredited library school; Ability to work both independently and collaboratively in a collegial, team work environment and maintain positive professional working relationships; Excellent communication, organizational, and time and project managements skills; Bachelor's and/or advanced degree in music; Minimum three years' experience in a music library with increasing responsibility; Supervisory experience preferred; Knowledge of major music reference resources and databases; Reference and/or instructional experience in a research or academic library; Commitment to exemplary service to a diverse population of users; Experience with non-music media and film and film history in a library setting is desirable; Experience with digital collections and e-readers and related devices.</p>
Salary and Benefits	<p>Salary commensurate with qualifications and experience, \$46,605 - \$66,389. Competitive benefits, including vacation and sick leave, medical/dental/life insurance plans.</p>
Deadline	<p>Interested candidates should apply online by December 21, 2011.</p>
Application	<p>REQUISITION NUMBER: 111214</p>

<http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=CARNEGIELIBRARY&cws=1&rid=177>

Position Title	Music Cataloger
Institution	University of South Carolina
Location	Columbia, South Carolina
General Information	<p>The University of South Carolina enrolls approximately 21,000 undergraduate students and 6,500 graduate students on the Columbia campus. The Thomas Cooper Library owns in excess of 3.5 million volumes, 1 million manuscripts, 325,000 maps, and 944,000 government documents; and houses the University's special collections. University Libraries is a member of LYRASIS, OCLC, the Association of Research Libraries, and the Center for Research Libraries. The Music Library is located in The School of Music. The School of Music, offers performance, composition and music theory undergraduate degrees and graduate degrees with majors in composition, conducting, jazz studies, music education, music history, music theory, opera theater, performance, and piano pedagogy. For information about the Music Library, visit www.sc.edu/library/music/music.html.</p>
Position Details	<p>Responsible for the cataloging and classification of music scores, sound recordings, and special collection materials using AACR2r, LCSH, OCLC, and the Innovative Interfaces Millennium automated system.</p> <p>Provides original cataloging and edits cataloging copy, including authority work for all headings used. Performs database maintenance for music materials. Trains paraprofessionals and interns cataloging music materials. Assists in general training and supervision of staff.</p> <p>May provide some reference service. Occasional special projects as assigned. Collaborates with staff from other departments and serves on various library and university committees as required. The Music Cataloger is one of four full-time positions and is located in a branch music library. Reports to the Head Music Librarian.</p>
Qualifications	<p>Required: ALA-accredited MLS; experience cataloging music scores and/or sound recordings using AACR2r and the MARC formats; strong music background as demonstrated by an undergraduate degree in music or the equivalent in experience; organizational ability; proficiency in oral and written communication. Demonstrated human relations skills and successful interaction with library patrons and staff.</p> <p>Preferred: original cataloging music scores and/or sound recordings; reading knowledge of foreign languages; familiarity with metadata schema.</p>
Salary and Benefits	<p>\$38,000 minimum. This is a full-time, 12-month, unclassified, tenure-track, faculty status position with the rank of Librarian.</p> <p>Benefits include vacation and sick leave, medical, dental, life insurance plans, state retirement or optional retirement plan.</p>
Deadline	12/19/2011

Application

The search committee will begin reviewing applications on December 19, 2011 and will continue until the position is filled.

Apply online at <http://uscjobs.sc.edu> (search by Requisition 004238).

The cover letter, explaining the reason for your interest and qualifications, may be addressed to Chair, Music Cataloger Search Committee. Three references submitted must include names, addresses, telephone numbers, and e-mail addresses. Minorities and women are encouraged to apply. USC is an EOE.
