## JANUARY

<table>
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<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td><strong>Project Archivist</strong></td>
<td>The Peabody Institute of the Johns Hopkins University</td>
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<tr>
<td><strong>Archivist/Librarian, Popular Music and Culture</strong></td>
<td>Georgia State University</td>
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<tr>
<td><strong>Music Research Services Librarian</strong></td>
<td>University of Washington</td>
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<tr>
<td><strong>Principal Librarian</strong></td>
<td>Oregon Symphony</td>
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<tr>
<td><strong>Special Project Cataloger</strong></td>
<td>University of Missouri-Kansas City</td>
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<tr>
<td><strong>Subject Librarian for Fine Arts</strong></td>
<td>Binghamton University</td>
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<tr>
<td><strong>Curatorial Assistant, Music Manuscripts Digitization Project</strong></td>
<td>Morgan Library &amp; Museum</td>
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<tr>
<td><strong>Music Cataloger, Music Manuscripts Digitization Project</strong></td>
<td>Morgan Library &amp; Museum</td>
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<tr>
<td><strong>Music Catalog Librarian (Tenure-track Position)</strong></td>
<td>University of Colorado at Boulder</td>
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<tr>
<td><strong>Fine Arts Librarian</strong></td>
<td>Southern Illinois University Carbondale</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>Banff Centre</td>
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## FEBRUARY

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<th>Position</th>
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<tr>
<td><strong>Librarian (Curator for recorded sound)</strong></td>
<td>National Audio Visual Conservation Center at the Library of Congress</td>
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<tr>
<td><strong>Head Catalog Librarian</strong></td>
<td>Manhattan School of Music</td>
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<tr>
<td><strong>Music Library Positions</strong></td>
<td>Interlochen Arts Camp</td>
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<tr>
<td><strong>Director of Library and Archives</strong></td>
<td>The Rock and Roll Hall of Fame and Museum</td>
</tr>
<tr>
<td><strong>Assistant Head, Music Library (Search Extended, Advertisement Revised)</strong></td>
<td>Northwestern University</td>
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<tr>
<td><strong>Music Cataloger</strong></td>
<td>Northwestern University</td>
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<tr>
<td><strong>2008 Tanglewood Music Center Orchestra Library Fellowship</strong></td>
<td>Tanglewood Music Center</td>
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<tr>
<td><strong>Music Librarian (Search Extended)</strong></td>
<td>The Banff Centre</td>
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<tr>
<td><strong>Temporary Music Sound Recording Cataloger/Librarian</strong></td>
<td>Syracuse University</td>
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<tr>
<td><strong>Assistant Music Librarian</strong></td>
<td>University of Pittsburgh</td>
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<tr>
<td><strong>Publications Assistants</strong></td>
<td>Répertoire International de Littérature Musicale (RILM)</td>
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<tr>
<td><strong>Bibliographic Editor</strong></td>
<td>Index to Printed Music Project</td>
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<td>MARCH</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>Ball State University</td>
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<tr>
<td><strong>Library &amp; Archives Paraprofessional 1</strong></td>
<td>Western Washington University</td>
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<tr>
<td><strong>Head, Jean Gray Hargrove Music Library</strong></td>
<td>University of California, Berkeley</td>
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<tr>
<td><strong>Supervisory Librarian</strong></td>
<td>Library of Congress</td>
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<tr>
<td><strong>Fine Arts and Media Librarian</strong></td>
<td>Lehman College</td>
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<td><strong>Junior Fellows Summer Internships</strong></td>
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<tr>
<td><strong>Assistant Librarian (tenure track)</strong></td>
<td>McGill University</td>
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<tr>
<td><strong>Head, Arts and Special Collections</strong></td>
<td>Carnegie Mellon University</td>
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<tr>
<td><strong>Part-Time Music Cataloger</strong></td>
<td>Pasadena City College</td>
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<tr>
<td><strong>Faculty-Music Reference &amp; Public Services Librarian</strong></td>
<td>Brigham Young University</td>
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<tr>
<td><strong>Treasurer/Executive Secretary</strong></td>
<td>Music Library Association</td>
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<tr>
<td><strong>Cataloger - Assistant Professor</strong></td>
<td>Missouri State University</td>
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<tr>
<td><strong>Digital Initiatives and Systems Librarian/Coordinator</strong></td>
<td>The University of the Arts</td>
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<tr>
<td><strong>Reference Librarian/Music Bibliographer</strong></td>
<td>Central Michigan University</td>
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<tr>
<td><strong>Head of Special Collections</strong></td>
<td>University of Missouri-Kansas City</td>
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<tr>
<td><strong>Assistant Ensemble Librarian</strong></td>
<td>The Juilliard School</td>
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<tr>
<td><strong>Librarian, Music</strong></td>
<td>Middle Tennessee State University</td>
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<tr>
<td><strong>Arts Liaison Librarian (Music, Art &amp; Design, Film)</strong></td>
<td>Georgia State University</td>
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<tr>
<td><strong>Archivist</strong></td>
<td>The Cleveland Orchestra</td>
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<tr>
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<tbody>
<tr>
<td><strong>Head, Special Formats and Metadata Section</strong></td>
<td>University of North Carolina at Chapel Hill</td>
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<tr>
<td><strong>Reference and Media Librarian</strong></td>
<td>Fairfield University</td>
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<tr>
<td><strong>Assistant or Associate Professor, Library</strong></td>
<td>Iowa State University</td>
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<tr>
<td><strong>Music Public Services Librarian</strong></td>
<td>University of Wisconsin - Madison</td>
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<tr>
<td><strong>Music Cataloging Librarian</strong></td>
<td>Queens Library</td>
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<td>JUNE</td>
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<tr>
<td><strong>Cataloging and Metadata Librarian, Assistant or Associate Professor</strong></td>
<td>Southern Illinois University</td>
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<tr>
<td><strong>Reference &amp; Instruction Librarian / Music Specialist</strong></td>
<td>DePaul University</td>
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<tr>
<td><strong>Music and Media Reference Librarian</strong></td>
<td>Tulane University</td>
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<tr>
<td><strong>Jazz Archivist - 2 Year Appointment</strong></td>
<td>Duke University</td>
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<tbody>
<tr>
<td><strong>Music Librarian</strong></td>
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<tr>
<td><strong>Librarian, Mendel Music Library</strong></td>
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<tr>
<td><strong>Head of Music Library</strong></td>
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<tr>
<td><strong>Music Librarian</strong></td>
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<tr>
<td><strong>Director of Library and Archives (Search Extended)</strong></td>
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<tr>
<td><strong>Music Special Collections Librarian (Tenure-track Position)</strong></td>
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<td><strong>Music Librarian</strong></td>
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<td><strong>Librarian</strong></td>
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<td><strong>Acquisitions Librarian</strong></td>
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<td><strong>Librarian in Art &amp; Music</strong></td>
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<tr>
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<tbody>
<tr>
<td><strong>Manager/Curator</strong></td>
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<tr>
<td><strong>Director of Arts and Media Services</strong></td>
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<td><strong>Music Librarian</strong></td>
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<tbody>
<tr>
<td><strong>Music Cataloger</strong></td>
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<tr>
<td><strong>Librarian (Reference/Music)</strong></td>
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<tr>
<td><strong>Associate Librarian</strong></td>
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<tr>
<td><strong>Coordinator of the Music Library</strong></td>
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<td><strong>Librarian</strong></td>
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<td>Position Title</td>
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<tr>
<td>Public Services Coordinator</td>
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<tr>
<td>Librarian</td>
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<tr>
<td>Librarian Archivist for Music Collections</td>
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<tr>
<td>Archivist (Music)</td>
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<tr>
<td>Public Relations/Marketing and Music Librarian</td>
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<tr>
<td>Head of Music &amp; Media Librarian</td>
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<tr>
<td>Andrew W. Mellon Foundation Music Library Director</td>
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<tr>
<td>Library Technician</td>
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<tr>
<td>Jazz and Classical Music History/Jazz Archivist</td>
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<tr>
<td>Head Librarian (Seasonal)</td>
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<tr>
<td>Music Library: Ensemble Librarian Intern</td>
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<td>Music Library: Music Reference Intern</td>
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<tr>
<td>Antiquarian Music and Book Cataloguers</td>
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**Position Title:** Project Archivist – One year assignment  
**Institution:** The Peabody Institute of the Johns Hopkins University  
**General Description:** The Archives of the Peabody Institute collects the records of the Institute, the papers of musicians who have been associated with the conservatory program, and records of regional performing arts institutions. The Archives is seeking an energetic individual to assist in developing a collection management program as well assist in providing access to the Archives during a one year period. For more information on the Archives, please see [http://www.peabody.jhu.edu/archives](http://www.peabody.jhu.edu/archives).  
**Duties:** Under the general direction of the Peabody Conservatory’s Head Librarian and in conjunction with the Manager of Library Services for the Sheridan Libraries, job
duties will include:

1. Accession all record groups and collections. This includes re-housing collections, recording donor information, and preparing container lists.
2. Assist in developing a space plan for shelving collections.
3. Collect statistics on use of the archives.
4. Assist in providing access to the Archives. This includes answering reference queries, monitoring readers, and providing photoduplication services.
5. Assist in developing the Archives website to provide access to collections.

Required Qualifications:

1. BA in musicology or music history.
2. Experience working in an archives.
3. Familiarity with systems to manage collections such as databases and online library catalogs.
4. Ability to work independently.
5. Good communication skills.

Preferred Qualifications:

1. Experience working in a performing arts archives.
2. Master’s of Library Science with formal course work in archival administration.

Salary and Benefits:

The Peabody Institute of the Johns Hopkins University offers a competitive salary and an excellent benefit package.

Application:

To apply for this position online submission is required through the JHU Employment website: http://hrnt.jhu.edu/jhujobs.

Requisition # 33395

NOTE: The successful candidate for this position will be subject to a pre-employment background check.

JHU is an Equal Opportunity/Affirmative Action Employer.
candidate will be responsible for overseeing the development of research resources documenting American popular music and culture from 1900 to present. Significant popular culture collections under the Archivist’s care are the papers of the songwriter and lyricist Johnny Mercer, as well as holdings related to the music industry, and the development of country, bluegrass and gospel music. Other areas of popular culture will be developed as need and opportunities arise. The Archivist reports to the Special Collections department head, and ensures that materials collected are preserved, described, and made available for research while placing a strong emphasis on outreach, public relations, and donor cultivation for this collection.

Department, Library and University Environment

The Special Collections Department collects and preserves unique and rare historical materials in the socially progressive fields of Labor History, Women’s History, Popular Music and Culture, as well as an actively used University Archives and Rare books, and an outstanding collection of Atlanta area photographs. Access to these materials is provided to the Georgia State University community, scholars, and the public via reference services, the World Wide Web and cutting-edge digital initiatives. The department strives to advance scholarship and to further the educational, research and service missions of the university.

The University Library houses over 1,440,000 volumes, subscribes to more than 7,600 serials, and is a Federal Document Depository with more than 770,000 government documents. Its growing Media Center has holdings of approximately 21,000 audio, video, and multimedia materials. The carefully selected collections are designed to serve varied research and instructional needs at the undergraduate and graduate levels of the university community. Library services are supported by the Endeavor Voyager integrated library system. The University System of Georgia has a statewide system known as GALILEO, providing equal access to electronic resources and other materials for libraries throughout the state. The University Library is a member of the Association of Southeastern Research Libraries; the Southeastern Library Network (SOLINET), and the Atlanta Regional Consortium for Higher Education, consisting of fourteen academic and research libraries serving nineteen institutions in the greater Atlanta metropolitan area.

Georgia State University (GSU) is a dynamic urban institution located in downtown Atlanta with an enrollment of approximately 27,000 students. The close relationship that exists between the university and its surrounding business, government and cultural communities makes GSU unique in the University System of Georgia and distinctive among universities in the South.

Responsibilities:

The successful candidate will plan and supervise work related to the acquisition, processing, preservation, and use of archival, manuscript, oral history, media, and
printed research collections in popular American culture of the 20th and 21st centuries. Promote and facilitate the use of materials; identify and contact prospective donors; and negotiate deeds of gift and the transfer and disposition of collections, while also maintaining stewardship of current collections and donors. Assist in formulating departmental policies and procedures as well as performing other departmental activities including preparation of exhibitions, reference, and conducting classes and orientations. Participate as a library faculty member on library and university committees.

Requirements: ALA-accredited master’s degree in information/library science or master’s degree in history, modern cultural history, or related field. Graduate coursework in archival administration or significant related work experience. Excellent communication, presentation, and interpersonal skills.

PREFERRED: Experience in appraising, preserving and processing 20th-century materials, including diverse media formats. ACA certification. Experience with donor relations and cultivation. Knowledge of current developments in and implementation of copyright and use laws. Experience with digital projects. Background in popular music and/or culture.

Condition of Work and Benefits: Forty-hour workweek
Retirement plans include: State Teachers Retirement Plan, TIAA–CREF and VALIC
Twenty-one days vacation
Twelve paid holidays
Group health and life insurance
Twelve days sick leave
Social Security
Faculty rank and status
Optional pre-tax benefits
Non-Tenure track
Support for research and professional activities

Salary and Rank: $42,000-$55,000 for 12 months commensurate with the candidate’s education and experience. Appointment at a faculty rank, on a contract renewal basis.

Deadline: Review of materials will begin March 19, 2008 and continue until the position is filled.

Application: Submit a cover letter addressing the above qualifications; resume; name, address and phone number of three references, including immediate supervisor. Send materials to:
Human Resources Coordinator
University Library
Georgia State University
100 Decatur Street, SE, Atlanta, GA 30303-3202
(404) 413-2700
<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Music Research Services Librarian</th>
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<tr>
<td>Institution:</td>
<td>University of Washington</td>
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**General Information:**

**THE LIBRARIES:**
Among the largest academic research libraries in North America, the University of Washington Libraries has a collection of more than seven million cataloged volumes, an equal number in microform format, more than 50,000 serial titles, and several million items in other formats. Students and faculty recognize the value provided by the Libraries and rank the Libraries as the most important source of information for their work. The Libraries also receives the highest satisfaction rating of any academic service on the surveys of graduating seniors conducted by the Office of Educational Assessment.

**THE MUSIC LIBRARY AND LISTENING CENTER:**
The Music Library is one of the fifteen branches of the University of Washington Libraries. The Music Library holds over 70,000 books and scores, 44,000 sound recordings and other media, and about 300 subscriptions to current periodicals. It is located in the School of Music, whose students and faculty are the primary clients. The Listening Center, renovated in 2006, is located in the lower level. A computer cluster in the Center allows audio streaming and DVD viewing. There is also onsite audio and video playback equipment for a variety of formats.

**THE POSITION:**
The Music Research Services Librarian will be the public service librarian and selector for media materials. Under the general direction of the Head, Music Library, the Music Research Services Librarian manages music reference service and bibliographic instruction, participates in collection development of sound and video recordings, manages the gift-in-kind and preservation programs for the music collection, acts as a faculty liaison, manages the Music Library website, and performs other duties as assigned.

**Specific Responsibilities and Duties:**
- Serves as principal reference librarian, including managing reference service desk schedule, answering reference inquiries (in person, email, chat, etc.), training new reference staff, and spearheading new initiatives for reference service in the Music Library.
- Serves as web manager for the Music Library web pages including redesign and HTML coding. Works with members of the Music Library staff in...
• Maintaining the contents of the web pages.
• Responsible for the collection development of sound and video recordings, and replacements.
• Serves as user services librarian, including providing orientations, tours, and instruction sessions to music and other courses as needed.
• Manages the gift-in-kind program in the Music Library, which includes accepting and acknowledging gifts, and selecting music materials for the collection.
• Manages the preservation program in the Music Library and works with the library’s Special Projects Librarian on media preservation.
• Collaborates with the Music Library Supervisor and the Head of Distributed Media Services regarding the technical audiovisual needs of the Music Library.
• Performs other duties as assigned or required.

**Required Qualifications:**

• Graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree.
• Demonstrated commitment to diversity and understanding of the contributions a diverse workforce brings to the workplace.
• Experience in an academic library environment.
• Experience in answering music reference inquiries and a strong commitment to user-centered services.
• Excellent written and oral communication skills and excellent interpersonal skills. Ability to communicate effectively with co-workers.
• Ability to work independently and with others in a demanding and rapidly changing environment.

**Desired Qualifications:**

• Two years experience working in a research music library.
• Experience in collection development in music, especially in sound and video recordings.
• Masters Degree, or equivalent, in music history or other fields of music.
• Working knowledge of German and French.
• The ability to represent the Libraries on campus, regionally, and nationally.

**Salary and Benefits:**

$41,000 minimum. Starting salary commensurate with qualifications and background.

Librarians are academic personnel and participate in the University of Washington Retirement Plan (TIAA-CREF, The Vanguard Group, and/or Fidelity Investments) on a matching basis. Vacation is accrued at the rate of 24 working days per year; sick leave at the rate of 12 working days per year. No state or local income tax.
Deadline: To ensure consideration, applications should be received no later than Monday, 5:00 p.m., March 31, 2008.

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

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

The University of Washington, an Equal Opportunity and Affirmative Action Employer, is building culturally diverse staff and strongly encourages applications from female and minority candidates.

In compliance with the Immigration Reform and Control Act of 1986, the University is required to verify and document the citizenship or employment authorization of each new employee.

Position Title: Principal Librarian
Institution: Oregon Symphony
Position Overview: Working independently and in conjunction with symphony conductors, staff and musicians, provides effective and efficient music library service for the musicians of the Oregon Symphony, its staff conductors and visiting artists; manages all aspects of running the Oregon Symphony Music Library; maintains, in performance condition, the OSA library of orchestra and chorus parts and scores.

Duties and Responsibilities: Duties and responsibilities include, but are not limited to, the following:

- Acquiring and preparing music for performances including cataloging, proofreading, editing and marking parts with bowings, rehearsal letters/numbers
- Function as a key member of the Artistic Operations staff to help ensure
the best possible supports for the best possible performance results.

- Manage the operation of the music library, supervising the work of all library support staff, including some after hour and weekend duties, prepares and forecasts library expense budget
- Maintains database of library holdings and performance history in OPAS.
- Accommodating special requirements for music preparation

THE IDEAL CANDIDATE will bring exceptional organizational skills, orientation to provide service, demonstrated teamsmanship and problem-solving ability, deep knowledge of orchestral repertoire, orchestra library experience to anticipate requirements, flexibility and diplomacy.

**Qualifications/Requirements:** Bachelor's degree (B.A.) in music, or equivalent; five years of professional symphony orchestra library experience or equivalent; broad knowledge of orchestral repertoire, the music industry and understanding of orchestra operations; close working knowledge of standard foreign language musical terms, composer and composition names and correct pronunciation; strong working knowledge of or ability to quickly learn OPAS Database software; Microsoft Outlook, Excel, Word and internet software; appreciation for live orchestral music; exceptional organizational skills and exquisite attention to details; team player with ability to work effectively and diplomatically with diverse personalities; ability to work efficiently under pressure; understanding and appreciation for the needs of musicians and conductors; ability to negotiate effectively with publishers and other vendors; sense of humor required.

**Salary, Rank, and Benefits:** Principal Librarian, administrative full-time staff position, benefits include 80% paid medical and dental plan and contribution to retirement plan, salary commensurate with experience.

**Deadline:** Direct inquiries by submitting a cover letter, résumé and sample of music manuscript not later than February 11, 2008. Visit our website at [www.orsymphony.org](http://www.orsymphony.org) for detailed job description and information about the Oregon Symphony. Preferred employment start date is April 2008 but is flexible.

**Application:** DIRECT INQUIRIES BY MAIL OR E-MAIL ONLY TO:

Mary Crist, Vice President and General Manager
Oregon Symphony
921 SW Washington, Suite 200
Portland, OR 97205

mcrist@orsymphony.org
Position Title: Special Project Cataloger  
Institution: University of Missouri-Kansas City  

General Information: Dynamic urban academic library seeks cataloger/supervisor for a three-year grant-funded project to catalog a large collection of 16-inch transcription disc sound recordings in the Marr Sound Archives, UMKC Libraries.

The Marr Sound Archives is a unit of the Kenneth J. LaBudde Department of Special Collections. The focus of the collection is the American experience as reflected in recorded sound. More information about the Special Collections can be found at [http://library.umkc.edu/spec-col/index.html](http://library.umkc.edu/spec-col/index.html).

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

Responsibilities: Responsible for creation of original bibliographic and name heading authority records nationally and locally. Supervises two project staff and up to two students. This position requires knowledge of sound recording cataloging practices, ability to work independently and to be highly productive. Knowledge of A/V cataloging and music helpful. This position reports to the Music Catalog Librarian.

Required Qualifications:
- ALA-accredited MLS
- Minimum 2 years recent cataloging experience, including establishing authoritative headings
- Experience cataloging sound recordings
- Cataloging familiarity with AACR2r, USMARC formats, authorities format, LC
- Excellent analytic, problem solving skills
- Exceptional interpersonal, communication skills; good oral and writing skills in English
- Ability to be highly productive while participating in multiple, simultaneous assignments
- Strong commitment to public service
- Demonstrated ability to plan, coordinate and implement projects
- Aptitude for complex and detailed work
- Evidence of mature judgment
- Understanding of scholarly research environment.
- Must be able to thrive in a team setting, handle multiple responsibilities in a dynamic environment, and operate effectively in a diverse academic community.

Preferred:
- Professional experience cataloging academic library materials
- Knowledge of non-MARC metadata schemes
• Reading knowledge of Western European language other than English
• Subject knowledge in music
• Experience with an automated library system
• Experience cataloging non-print media
• Demonstrated successful supervisory experience
• Experience with OCLC, NACO
• Evidence of professional initiative
• Additional graduate degree

Salary and Benefits: $40,000 to $44,000 expected hiring range, depending on qualifications. Affordable medical and dental plans (no waiting periods), paid time off, tuition assistance (75% of educational fees paid), and University paid long-term disability and life insurance benefits.

Deadline: Application review begins February 15, 2008 and continues until position is filled.

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

Bonnie Postlethwaite
Chair of Search Committee
University Libraries Administrative Office
University of Missouri-Kansas City
5100 Rockhill Road
Kansas City, MO 64110
816-235-1531

or submit via e-mail to: umkcula@umkc.edu.

UMKC is an equal opportunity employer/educational institution and candidates of all backgrounds are encouraged to apply. All final candidates will be required to successfully pass a Criminal Background Check prior to beginning employment.

Position Title: Subject Librarian for Fine Arts
Institution: Binghamton University
General Information: The University Libraries of Binghamton University seek a dynamic and energetic individual to assess, develop and manage the collections, subject web pages, and electronic resources in support of teaching and research in Art, Art History and Music, as well as students utilizing resources in these areas. The incumbent will
provide reference service, including responding to in-person, telephone, and electronic inquiries as well as provide individual research consultations; provide and promote specialized instruction services to students and faculty working in the fine arts disciplines. The reference and research activities are in alignment with library-wide reference initiatives to support quality services and a user-centered approach.

In addition, the incumbent will represent the Libraries to appropriate campus units and University offices; participate in professional activities and committee assignments within the Libraries, on campus, and in professional associations; maintain a current knowledge of the literature, information technology, and trends in the field as they relate to reference, instruction, and collections services; play an active role in the planning and decision-making process of Reference and Collections by participating in weekly meetings, organizing special projects and programs, and showing initiative and creativity in the planning process.

This position reports to the Head of Collection Development. Librarians at Binghamton University are members of the faculty and are expected to contribute significantly to the profession as well as to perform their specific duties.

Located in the Southern Tier of upstate New York, Binghamton University consistently ranks among the nation’s best public universities and is recognized for its strong academic programs, distinguished faculty, and talented students. It is one of four doctoral granting institutions in the State University of New York system. The University enrolls over 13,500 students and is currently in its 59th year.

Specific Responsibilities:

1. Develop and manage the collections and subject web pages for the Art, Art History and Music disciplines.

2. Develop and maintain a liaison relationship between the Libraries and the Art, Art History and Music departments.

3. Provide reference service at the Bartle Library Information Commons reference desk (may include some nights and weekends).

4. Conduct course-related library instruction for the Art, Art History and Music departments and participate in the Libraries instructional program

Required Qualifications:

MLS from an ALA-accredited program; recent experience in reference and instruction in the Art, Art History and Music disciplines; working knowledge of French, Italian or German; experience with electronic information sources; experience in or knowledge of collection management issues; strong interpersonal skills; demonstrated initiative and ability to work independently and as team member in developing services and completing projects; excellent oral and written communication skills; strong commitment to service and professional development; demonstrated ability to meet requirements necessary for achieving tenure.
**Appointment, Salary, and Benefits:**

This is a tenure track position with competitive salary commensurate with qualifications and experience plus excellent benefits including TIAA/CREF.

**Deadline:**

Review of applications will begin on Monday, February 6, 2008 and continue until position is filled. Finalists invited for an interview will demonstrate communications skills and knowledge of trends in librarianship through a presentation to library faculty, staff, and other members of the University community.

**Application:**

Send letter, resume, and contact information for three professional references to:

Cindy Olbrys, Team Leader for Human Resources  
Binghamton University Libraries  
P.O. Box 6012  
Binghamton, NY 13902-6012  
colbrys@binghamton.edu

Or, apply online at [http://provost.binghamton.edu/vacancies/libraryfinearts.htm](http://provost.binghamton.edu/vacancies/libraryfinearts.htm).  
Binghamton University is an Equal Opportunity/Affirmative Action Employer.

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**Position Title:** Curatorial Assistant, Music Manuscripts Digitization Project  
**Institution:** Morgan Library & Museum, New York  
**General Information:** The Morgan Library & Museum seeks a temporary, part-time Curatorial Assistant to participate in a 2-year project to digitize its entire collection of music manuscripts.

**Responsibilities:** The Curatorial Assistant will create page-level structural metadata for all music manuscripts in the Morgan’s collection, and assign accession numbers as needed to music manuscripts. This position will report to our Mary Flagler Cary Curator of Music Manuscripts and Printed Music.

**Qualifications:**

- Bachelor’s degree in music  
- Prior experience handling rare materials  
- Demonstrated skill with Microsoft Access and Word software  
- Organized, capable of working under minimal supervision  
- Ability to work for extended periods on computer

**Compensation:** Competitive salary; excellent benefits

**Application:** Interested applicants should e-mail a cover letter and resume to:

Human Resources, Morgan Library & Museum
### Music Cataloger, Music Manuscripts Digitization Project

**Institution:** Morgan Library & Museum, New York

**General Information:** The Morgan Library & Museum seeks a temporary, part-time Music Cataloger to participate in a 2-year project to digitize its entire collection of music manuscripts.

**Responsibilities:** The Music Cataloger will revise and upgrade approximately 1,200 bibliographic records for music manuscripts in the Morgan's library system, Voyager, to bring them into conformity with AACR, and to add appropriate LCSH for musical works. This position will report to the Head of Cataloging and Database Maintenance.

**Qualifications:**
- Master's degree from an ALA accredited program
- Bachelor's degree in music
- Knowledge of AACR2, MARC formats, and LCSH for music, and at least three years' music cataloging experience
- Capable of sitting for long periods of time at a computer doing data entry
- Experience with special collections preferred

**Compensation:** Competitive salary; excellent benefits

**Application:** Interested applicants should e-mail a cover letter and resume to:

Human Resources, Morgan Library & Museum

icacat@themorgan.org

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### Music Catalog Librarian (Tenure-track Position)

**Institution:** University of Colorado at Boulder

**General Information:** The University of Colorado at Boulder Libraries invites applications from motivated and innovative librarians for the position of Music Catalog Librarian. As one of the largest music libraries in the Rocky Mountain region, the Howard B. Waltz Music Library is committed to providing access to its wide ranging collection, including the holdings of the American Music Research Center. The Waltz Music Library is one of

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*MLA Job Archives – 2008 | p.16*
five branch libraries on the University of Colorado at Boulder campus.

Responsibilities: This position is primarily responsible for original cataloging and some complex copy cataloging of music materials in a variety of formats. This position supervises the Music Library's technical services unit, which is responsible for acquisitions, serials, binding, and other technical services tasks. Cataloging is performed in OCLC and the local Innovative Interfaces Millennium catalog (Chinook). Standards in use include AACR2, LCSH, LC classification, LCRI, and MCD. Some reference and other public service duties are included. The Music Catalog Librarian is a member of the tenure-stream Libraries' faculty. Significant parts of the responsibilities of this position are scholarly activity, creative work, and service in keeping with the tenure standards of the University of Colorado at Boulder.

Requirements: Master's degree from an ALA-accredited library school prior to the date of appointment with coursework in cataloging and metadata; an undergraduate degree in music; knowledge of MARC bibliographic and authorities formats; bibliographic knowledge of at least one European language (preferably German, French, Italian, or Spanish); effective oral and written communication skills; potential for scholarly activity, creative work, and service.

Desirable Qualifications: The following qualifications are highly desirable: music cataloging experience in a variety of formats (including electronic formats); supervisory experience; a graduate degree in music. The following are desirable: experience in an academic library, public service experience, and evidence of scholarly and creative work and professional service.

Appointment and Salary: The successful candidate will be appointed as a full-time (12 month), tenure-stream faculty member. Depending upon demonstrated accomplishments in scholarly activity, creative work, and service, appointment will be at the senior instructor, assistant professor, or associate professor level. The salary range is $40,000 to $45,000. Benefits include 22 working days of vacation, ten paid holidays, liberal sick leave, university group health care plans, group life insurance, TIAA/CREF retirement/annuity, and support for scholarly/professional activities. Tenured librarians are eligible for sabbatical leave.

Deadline: Review of applications will begin immediately and continue until the position is filled. Preference will be given to applications received by February 29, 2008.

Application: Send letter of application specifically addressing qualifications for the position; resume or curriculum vitae; and names, postal and e-mail addresses, and telephone numbers of three references to:
Dylan Wiersma
Search Coordinator
Administrative Services
University Libraries, 184 UCB
University of Colorado at Boulder
Position Title: Fine Arts Librarian  
Institution: Southern Illinois University Carbondale  

General Information: Library Affairs at Southern Illinois University Carbondale is seeking a Fine Arts Librarian. This is a full-time, 12-month, continuing (tenure track) appointment at the rank of Assistant Professor available May 1, 2008, or later.

Responsibilities: Under the general direction of the Head of Reference Services, the Fine Arts Librarian provides reference, instruction, and library services to the University community. Responsibilities include: Assisting patrons at the Information Desk with research and reference questions, including limited nights and weekends; helping patrons to identify and locate library materials and resources using both print and electronic resources in person, via email, or online. Teaching the general use of the Library's resources and technology as appropriate. Serving as the subject specialist and liaison to departments in the Fine and Performing Arts and other appropriate academic departments; providing formal and informal instruction in library usage for these departments; assisting with subject-specific research queries in areas of expertise. Participate in the library\'s scholarly communication initiatives, including the population of the Institutional Repository. Maintaining service contributions to Library Affairs, the University, and the profession. Continuing to develop in librarianship and subject specialty through research contributions, conference and/or workshop attendance, and other educational activities. Performing other appropriate duties.

Required Qualifications: ALA-accredited master's degree in Library Science. (Candidates are expected to have completed all requirements for this degree before the date of appointment. If all requirements have not been completed, a one-year term appointment at the
rank of Instructor at a lower salary will be offered.) Familiarity with reference sources in an academic library. Demonstrated skills in instruction and development of effective teaching materials. Knowledge of or coursework in one of the Fine or Performing Arts. Working knowledge of a wide variety of information technology applications and proficiency in the use of general and subject-specific print and electronic reference resources. Demonstrated strong interpersonal and communication skills, both oral and written. Ability to organize work and meet deadlines. Interest and potential to meet established Library Affairs criteria for promotion and tenure, including professional service and published research.

**Preferred Qualifications:**

A degree (bachelor's or above) in one of the Fine or Performing Arts. Experience in providing reference service (including web-based services), library instruction, and library web development in an academic library. Fluency in Spanish.

**Salary and Benefits:**

Salary is competitive, $41,000 minimum. For more detailed information visit this website: [http://www.lib.siu.edu/](http://www.lib.siu.edu/)

**Deadline:**

The closing date for application is February 8, 2008, or until filled.

**Application:**

Send a letter of application stating qualifications and background for this position, a resume, and names, addresses, telephone numbers, and e-mail addresses (if available) of three professional references. References may be contacted by Morris Library and asked to comment on your experience and qualifications for this position.

Address all materials to:

Sherry Elders  
Personnel Coordinator  
Library Affairs  
Mail Code 6632  
Southern Illinois University Carbondale  
605 Agriculture Dr.  
Carbondale, IL 62901.

Telephone: 618-453-1458.

E-mail: [apply@lib.siu.edu](mailto:apply@lib.siu.edu).

SIUC is an affirmative action/equal opportunity employer that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.
**Position Title:** Music Librarian  
**Institution:** The Banff Centre

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

See the full posting [online](http://tbe.taleo.net/NA3/ats/careers/requisition.jsp?org=BANFFCENTRE&cws=1&rid=).

**Responsibilities:**

- The incumbent will possess strong and demonstrated experience with technology including experience with the Sirsi-Dynix Horizon integrated library system or similar library ILS, and with MS Access or other relational databases.
- You have a working knowledge of markup and programming languages (including HTML, CSS) to assist with Intranet development, maintenance of the library ILS, and other projects.
- You also possess applicable experience in original and enhancement cataloguing, including knowledge of MARC and AACR2 standards.

**Qualifications:**

- The successful applicant must have a Master of Library Science degree from an accredited school of librarianship and a degree in Music or comparable experience and relevant arts-related background.
- You demonstrate your strong communication skills (written and oral) and time management skills to integrate your work into a team environment of information professionals.
- You have direct experience with supervising staff and can work in a proactive and cooperative manner with all library staff and clients.
- The ideal candidate is available to work evenings and weekends to provide supervision of support staff, in order to maintain a 7-day, 72-hours per week operation.

**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.

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

**Deadline:** February 3, 2008

**Application:** Apply online: [http://tbe.taleo.net/NA3/ats/careers/requisition.jsp?org=BANFFCENTRE&cws=1&rid=](http://tbe.taleo.net/NA3/ats/careers/requisition.jsp?org=BANFFCENTRE&cws=1&rid=)
<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Librarian (Curator for recorded sound)</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>National Audio Visual Conservation Center at the Library of Congress</td>
</tr>
<tr>
<td>Location:</td>
<td>Culpepper, VA</td>
</tr>
<tr>
<td>General Information:</td>
<td>Librarian (Vacancy #: 080037)</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>The Curator for recorded sound reports directly to the Head of the Recorded Sound Section of the National Audio Visual Conservation Center at the Library of Congress. The Curator for recorded sound materials works collaboratively with others on the staff of the Library and with donors, collectors, and others to identify possible acquisitions, coordinate the acquisition of new materials, assess incoming collections, establish processing and preservation priorities, and design and provide content and context for exhibits and web presentations highlighting elements from the collections, in addition to participating in public programs, recorded sound symposia and other presentations. The Curator serves as a subject matter expert in his/her field and as the authority on the contents and condition of elements of the Library's recorded sound collections.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td></td>
</tr>
<tr>
<td>Salary and Rank:</td>
<td>GS-1410-13 - Library Services (Collections and Services, MBRS, Recorded Sound Section, Packard Campus) $82,961.00 - $107,854.00</td>
</tr>
<tr>
<td>Deadline:</td>
<td>Opening Date: Feb 20, 2008 Closing Date: Mar 20, 2008</td>
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<table>
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<tr>
<th>Position Title:</th>
<th>Head Catalog Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Manhattan School of Music</td>
</tr>
<tr>
<td>General Environment:</td>
<td>With over 800 students, the Manhattan School of Music is the largest</td>
</tr>
</tbody>
</table>
Information: A private conservatory in the United States offering degrees in both classical music and jazz. The Peter Jay Sharp Library, a new facility that opened in 2004, possesses more than 100,000 items and is run by a highly congenial staff of four professional librarians, four paraprofessionals, and more than 20 student staff. In addition to its music materials, the Library also supports the School's non-music curriculum, with a particular emphasis on the humanities. The Library has cataloged on OCLC since 1990, and converted to an online catalog (Innovative Interfaces, Inc.) beginning in 1997; in 2006, we moved to Innovative Millennium, which provides a Web interface for most staff functions.

For more information, please visit http://www.msmnyc.edu and http://library.msmnyc.edu.

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

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

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

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

Deadline: Open until filled.

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

Peter Caleb
Director of Library Services
The Peter Jay Sharp Library
Manhattan School of Music
120 Claremont Avenue
New York, NY 10027
pcaleb@msmnyc.edu
Position Title: Music Library Positions
Institution: Interlochen Arts Camp
General Information:
11 positions
Employment dates: Mon 16 June thru Sun 3 August 2008
Forty hours per week are expected for each position.
Responsibilities:
Duties may include distributing music for large performing groups, photocopying, marking string parts, repairing music, filing music, and circulating chamber music.
Qualifications:
Music background is necessary; previous library experience is helpful.
Salary and Benefits:
$800 stipend includes room and board
Application:
Required for application:
seasonal application and three Interlochen reference forms.
Follow this link for more information:
http://www.interlochen.org/about/work_volunteer/summer_camp

Position Title: Director of Library and Archives
Institution: Rock and Roll Hall of Fame and Museum
General Information:
The Rock and Roll Hall of Fame and Museum, the world’s first museum dedicated to the living heritage of rock and roll music, is currently seeking candidates for the position of Director of Library and Archives.
Responsibilities:
Reporting to the Vice President of Exhibitions and Curatorial Affairs, the Director of Library and Archives is responsible for managing the Rock and Roll Hall of Fame Archives and Library, which will contain specialized research material relating to the history, music, and business of Rock and Roll.
Qualifications:
The qualified candidate must possess a Master’s degree in Archival Management, History, Library Science or related field. A minimum of ten years professional
archival experience and a strong background in collection development, research and writing is required. Knowledge of Rock and Roll and its related music forms is highly desirable.

**Deadline:** 05/01/08

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

Rock and Roll Hall of Fame and Museum
1100 Rock and Roll Blvd.
Cleveland, OH 44114-1022
Attn: Human Resources – Director of Library and Archives

or

e-mail at hr@rockhall.org

or

fax to: (216) 515-1998.

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

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**Position Title:** Assistant Head, Music Library

**Institution:** Northwestern University

**General Information:** Northwestern University Library seeks a librarian knowledgeable in music, skilled in reference and instruction, and committed to providing optimal patron service. As Assistant Head of the Music Library, this position oversees all public services operations and contributes to the overall administration of the Music Library.

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

Responsibilities: Under the general direction of the Head of the Music Library, the Assistant Head serves as the primary music librarian for reference and bibliographic instruction and administers all Music Library public-services operations, including supervising 2 FTE responsible for circulation, reserve services, public computing, and stacks organization. Maintains up to 20 scheduled hours of reference service per week, provides classroom instruction upon request, develops instructional guides for the Music Library website, and engages with the patron community to promote the Music Library's reference and instructional services. Assists researchers with manuscripts, archival collections, and other rare materials. Participates in collection development in assigned areas. Assists the Head of the Music Library in general management of collections and services. Serves as chief liaison to public-services units of the University Library and represents the Music Library on relevant committees. Engages in appropriate professional development, continuing education, service, and research activities. Other duties as assigned.

Required Qualifications: Master's degree from an ALA accredited program in library science or the equivalent combination of education and relevant library experience. Bachelor's degree in music. Work experience in an academic library serving music users. Extensive knowledge of music history and literature. Expertise with print and electronic information sources. Two or more years successful supervisory, training, and/or management experience. Aptitude for teaching and training. Reading knowledge of Western European languages.


Salary and Benefits: Dependent on qualifications and experience.

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

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

Peter J. Devlin
Personnel Librarian
Northwestern University Library
1970 Campus Drive
Evanston, Illinois 60208-2300

or

library-personnel@northwestern.edu.
<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Music Cataloger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>General Information:</td>
<td>Northwestern University, Evanston, Illinois, is a major private university with an extensive library system. This includes the Northwestern University Library, three branch libraries on the Evanston Campus, and three libraries on the Chicago Campus. Northwestern University Library is a member of the Association of Research Libraries (ARL) and participates in programs of the Committee on Institutional Cooperation (CIC). The holdings of the libraries total over 4 million volumes. See more information about the Library at: <a href="http://www.library.northwestern.edu">http://www.library.northwestern.edu</a>. The Northwestern University Music Library is among the nation’s largest music libraries and is distinguished internationally for its extensive holdings of printed music and archival materials documenting music composed since 1945. See more information about the Music Library at: <a href="http://www.library.northwestern.edu/music">http://www.library.northwestern.edu/music</a>.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Reporting to the Senior Music Cataloger, the Music Cataloger performs original and copy cataloging of printed music, sound recordings, books, and dissertations with related authority work as needed, utilizing OCLC Connexion, Voyager, and current cataloging resources. Assists with maintenance of online bibliographic and authority files and occasional special projects. Contributes to the development and documentation of cataloging policies and procedures. Participates in appropriate professional development, continuing education, professional service, and research activities. Other duties as assigned.</td>
</tr>
<tr>
<td>Required Qualifications:</td>
<td>Master’s degree from an ALA accredited program in library science or the equivalent combination of education and relevant library experience. Bachelor’s degree in music. Working knowledge of creating and editing bibliographic records in OCLC as well as searching name and subject authority files. Problem-solving ability, organizational skills, and attention to detail. Self-motivation and ability to work collaboratively.</td>
</tr>
<tr>
<td>Preferred Qualifications:</td>
<td>Music cataloging experience and familiarity with integrated online library systems. Bibliographic knowledge of at least one Western European language. Advanced degree in music.</td>
</tr>
<tr>
<td>Salary:</td>
<td>Dependent on qualifications and experience.</td>
</tr>
<tr>
<td>Deadline:</td>
<td>Review of applications will begin immediately and continue until position is filled.</td>
</tr>
</tbody>
</table>
Application: Send letter of application and resume, including names of three references, to

Peter J. Devlin
Personnel Librarian
Northwestern University Library
1970 Campus Drive
Evanston, Illinois 60208-2300

or

library-personnel@northwestern.edu.

Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

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Position Title: 2008 Tanglewood Music Center Orchestra Library Fellowship

Institution: Tanglewood Music Center
The Boston Symphony Orchestra’s Academy for Advanced Musical Study, June 19 - August 19, 2008

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

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

The TMC presents over 40 additional concerts throughout the season, presenting orchestra, opera, chamber music, and vocal programs, and including a world-famous new music festival. TMC performances take place in Ozawa Hall, the Shed, the historic Tanglewood Theater, and the Saarinen-designed Chamber Music Hall.

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

**Responsibilities:**

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

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

**Deadline:**

February 29, 2008

**Application:**

Applicants should submit:

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

Library applicants must submit an application form and fee online, and the TMC office must receive all materials no later than February 29, 2008. Materials must be in the office, not post marked, by the deadline. Finalists will be contacted for interviews, in person wherever possible, after the application deadline. Finalists will also be asked to complete a bowing sample, the instructions for which will be provided. Applicants for the Tanglewood Music Center orchestra library fellowship must be at least 18 years old.

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

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

After starting the online application form you will have a 30-minute session to
Position Title: Music Librarian  

Institution: The Banff Centre

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

See the full posting [online](#).

Responsibilities:

- The incumbent will possess strong and demonstrated experience with technology including experience with the Sirsi-Dynix Horizon integrated library system or similar library ILS, and with MS Access or other relational databases.
- You have a working knowledge of markup and programming languages (including HTML, CSS) to assist with Intranet development, maintenance of the library ILS, and other projects.
- You also possess applicable experience in original and enhancement cataloguing, including knowledge of MARC and AACR2 standards.

Qualifications:

- The successful applicant must have a Master of Library Science degree from an accredited school of librarianship and a degree in Music or comparable experience and relevant arts-related background.
- You demonstrate your strong communication skills (written and oral) and time management skills to integrate your work into a team environment of information professionals.
- You have direct experience with supervising staff and can work in a proactive and cooperative manner with all library staff and clients.
- The ideal candidate is available to work evenings and weekends to provide supervision of support staff, in order to maintain a 7-day, 72-hours per week operation.

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.

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

Deadline: February 24, 2008

Application: Apply online:

Position Title: Temporary Music Sound Recording Cataloger/Librarian

Institution: Syracuse University

General Information: The Diane & Arthur B. Belfer Audio Laboratory and Archive is, at present, a mostly hidden scholarly resource. Since it was established in 1963, Belfer has acquired a collection of nearly 337,000 recordings that represent America’s cultural history in recorded sound, including 200,000 78-rpm recordings, 21,000 cylinders, 60,000 33 1/3 rpm recordings, 30,000 45 rpm recordings, numerous unpublished recordings, and a significant number of historical playback devices and recording artifacts.

The Belfer’s collections have never been widely known to scholars, in large part because of inadequate cataloging. To remedy that situation for a portion of Belfer’s collection, the Syracuse University Library seeks to join Yale University, the New York Public Library for the Performing Arts, and Stanford University in their Mellon-funded project to catalog 78-rpm recordings. As one of the four largest sound recordings repositories in the U.S., aside from the Library of Congress, we will also discover which of our 78-rpm collections are unique and should receive priority in preservation.

Cataloging these single 78s will begin to unlock the scholarly resources in the Belfer collections. Though the Syracuse University Library has not formally participated in the current collaborative grant project as yet, we have applied for a Mellon grant so that we may contribute to this important work by cataloging the recordings on the Decca label, of which SU has at least 9,000 items. Historically, Decca is significant in that it produced the third-largest U.S. commercial output (after Victor and Columbia).

Syracuse University Libraries invite applications for Music Sound Recordings Cataloger. This is an 18-month position for an experienced music cataloger running from April 1, 2008 to September 30, 2009. As a part of the Syracuse University (SU) Library, the Belfer Audio Laboratory and Archive seeks two librarians to catalog a
portion of its 78 rpm music sound recording collection. Final hiring is contingent upon grant approval.

Responsibilities:

- Under the general direction of the Assistant Head of Cataloging and Metadata Services, performs original and copy cataloging, as needed, in OCLC, for the Belfer Audio Laboratory and Archive collection of Decca label 78 rpm commercial sound recordings.
- Searches National Authority files for names, uniform titles and subjects, and verifies their accuracy.
- Consults lists of selected pre-determined print resources, to aid in providing enhanced documentation for catalog records.
- Consults with Syracuse University librarians and with catalogers at other institutions to obtain more information regarding the special processing aspects of the 78rpm collection.
- Searches OCLC for copy cataloging that may need enhancement.
- During the final phases of the project, works in cooperation with project staff at Stanford, Yale, and the New York Public Library to create a database of uncataloged archived recordings in compliance with protocols being developed by Stanford.
- Conducts batch-matching to capture cataloging data from OCLC records created by the other participating institutions.
- Supervise staff.
- Performs related duties as required.

Qualifications:

- ALA-accredited Master's degree in Library and Information Studies.
- Undergraduate or graduate degree in music or the performing arts or an equivalent combination of education and experience in either field.
- Successfully demonstrated professional experience cataloging sound recordings or other music materials into a bibliographic utility using AACR2, MARC format, and LC subject headings.
- Successfully demonstrated experience cataloging into the OCLC national database.
- Strong interpersonal, oral, and written communication skills, including successfully demonstrated ability to deal tactfully and effectively with staff in a team setting.
- Demonstrated knowledge of sound recording history, including early record labels, and technology preferred.
- Knowledge of conservation procedures and practices for sound recordings.

Salary and Benefits:

$19.48 per hour, this is a temporary/non-benefits eligible position

Application:

To apply for this position, please log on to: www.sujobopps.com
Syracuse University is an equal opportunity/affirmative action employer.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Music Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>University of Pittsburgh</td>
</tr>
<tr>
<td>General Information:</td>
<td>Entry level position to provide technical and public services support in a heavily used, rapidly evolving library environment. Reports to the Head of the Music Library.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Performs original and copy cataloging of music scores, and the original cataloging of audiovisual and archival materials in music.</td>
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<td></td>
<td>Under the supervision of the music librarian, develops the library’s sound recording collection.</td>
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<td></td>
<td>Works with library school and field placement interns on selected technical and public services projects.</td>
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<td></td>
<td>Provides reference service to music library users, and has responsibility for the music library undergraduate bibliographic instruction program.</td>
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<td></td>
<td>Provides additional reference services as needed in the Frick Fine Arts Library, as well as overseeing projects in this unit as appropriate.</td>
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<td></td>
<td>Acts as the contact person for the library’s in-house digital audio program for course reserves.</td>
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<td></td>
<td>Assumes responsibility for administering the music library in the absence of the music librarian.</td>
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<tr>
<td></td>
<td>Assists in the process of selecting and processing music library materials to be sent to storage.</td>
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<tr>
<td></td>
<td>Assists in circulation duties on an as needed basis.</td>
</tr>
<tr>
<td></td>
<td>Assists in staffing the Hillman Library Reference Desk two to four weekend days per year, as well as several weeknight evenings at the beginning of fall term.</td>
</tr>
<tr>
<td>Required:</td>
<td>MLS from an ALA-accredited program (or recognized equivalent). Bachelor’s or Master’s degree in Music. Working knowledge of German, French, or Italian. Effective organizational, interpersonal communication, and presentation skills.</td>
</tr>
</tbody>
</table>
Basic knowledge of library technical services and informational services, and emerging electronic resources. Prefer graduate degree in music, experience in an academic library, and experience with music information sources that support graduate study of the discipline.

**Rank, Salary, and Benefits:**

Librarians at the University of Pittsburgh are members of the faculty and are expected to contribute significantly to the profession as well as to perform their specific responsibilities. Successful reviews at the Third and Sixth Year of employment lead to the granting of Expectation of Continuing Employment.

Salary Minimum $34,000. Comprehensive benefits package including medical; TIAA/CREF, Vanguard; and tuition assistance.

**Deadline:**

Review of applications will begin February 18, 2007 and continue until position is filled.

**Application:**

To apply, submit letter of application and resume with the names(addresses/phone numbers of three references to:

William K. Gentz
Head, Library Human Resources
271 Hillman Library
University of Pittsburgh
Pittsburgh, PA 15260

The University of Pittsburgh is an Affirmative Action/Equal Opportunity. For more information on the University of Pittsburgh University Library System, please visit: [www.library.pitt.edu](http://www.library.pitt.edu)

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**Position Title:** Publications Assistants

**Institution:** Répertoire International de Littérature Musicale (RILM)

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

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

Responsibilities:
Edit, index, and sometimes write abstracts of scholarly literature on music received from diverse sources and of varied quality and intelligibility, bringing them to a high standard of literacy and scholarship.

Qualifications:
Graduate degree in music (or similar) required, with proven research and writing skills. Experience in editing and the ability to organize data into logical concepts is required. Superior written English skills and excellence in focused, detailed work is required. Ability to work independently but also with many diverse personalities in close proximity is essential. The majority of work must take place in the RILM International Center’s office.

For position number REA-650, excellent reading ability in Chinese is sought as well as in-depth knowledge in musicology or ethnomusicology. Other subject specializations may be considered. Knowledge of other foreign languages (Asian or other) is a significant plus.

For position number REA-649, excellent reading ability in German, Italian, Arabic, or other Central Asian languages is required as well as in-depth knowledge in one or more of the following fields (in order of preference): ethnomusicology (especially Middle Eastern and Central Asian countries), Medieval music history, music theory, or popular music. Other subject specializations may be considered. Knowledge of other foreign languages is a significant plus.

Hours:
Two part-time editors (20 hours/week) or one full-time editor (35 hours/week) could be hired for each of these positions. After a lengthy training period, schedule can be flexible.

Deadline:
The deadline for receipt of resume is 22 February 2008.

Application:
Online applications are being accepted through the Research Foundation of the City University of New York.

- To apply for position number REA-650, go to [http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=REA-650](http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=REA-650).
- To apply for position number REA-649, go to [http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=REA-649](http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=REA-649).
Position Title: Bibliographic Editor

Institution: James Adrian Music, Index to Printed Music Project

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

Responsibilities: Under the supervision of the President, this position searches online library catalogs and national bibliographic databases for individual volumes of score sets and series. This position downloads the relevant bibliographic records and edits them to IPM standards and tagging.

Qualifications: A strong knowledge of music history is required, as well as knowledge of scholarly score publishing. Ability to identify lacunae in series in a variety of European languages required. While IPM bibliographic records are related to library cataloging, no technical knowledge of AACR2 or MARC formatting is required. Experience indicates that a minimum of 10 hours/week is necessary to justify the initial investment in training and continuity. Requires computer access to the internet and the ability to email files. Recently retired music librarians are strongly encouraged to apply.

Salary: Pay is $1.00 per bibliographic record.

Application: For more information on this position, contact George R. Hill, President, James Adrian Music, at the MLA Convention in Newport.

Position Title: Music Librarian

Institution: Ball State University

Location: Muncie, IN

General Information: Department: University Libraries
Position Title: Music Librarian
Reports To: Assistant Dean for Public Services, University Libraries
**Contract Type:** Professional--Cont Contract (11)

**Direct Reports:** Music Collection Coordinator

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

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

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

**Salary and Benefits:** Salary $42,000 to $45,000 plus excellent benefits.

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

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

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

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

Review of applications will begin immediately and continue until the position is filled. ([www.bsu.edu/library](http://www.bsu.edu/library))

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**Position Title:** Library & Archives Paraprofessional 1

**Institution:** Western Washington University
**Location:** Bellingham, WA

**General Information:**

**About the Position:**
Under direct supervision, perform routine library technical tasks in support of the overall library function and maintain the ongoing operations of the Music Library, including opening and closing procedures.

**Hours:**
Academic Year Quarters
Sunday 12:45 - 9:15pm (1/2 hour lunch)
Monday - Thursday 12:15 - 9:15 pm (1 hour lunch)

Summer Quarter & Intersessions
Monday - Friday 8:00 am - 5:00 pm

**About the Department:**
[Music Library](#)

**Position Responsibilities:**
- Assist clients at service counter: recurring quick information and routine reference questions and in the use of basic bibliographic tools; use of library computers and audio-visual equipment; explain library procedures, rules and service polices; refer clients to appropriate employees for other services
- Perform routine functions related to the access and circulation of library materials and resources
- Maintain the ongoing operations of the Music Library, including opening and closing procedures
- Assist with processing materials and maintaining records for course reserve
- Assist with the maintenance of the Music Library collection and facility, including shelving materials and performing simple maintenance on equipment utilized in the library
- Record and maintain statistics; compile and prepare routine reports
- As assigned by the supervisor, provide work direction for library student assistants in the Music Library

**Required Qualifications:**
- High school graduation or equivalent
- One year of library technical experience or closely related activity; or satisfactory completion of relevant course work; or equivalent education/experience
- Basic computer skills
- Ability to lift and push 40 lbs. with or without reasonable accommodation
- Excellent customer service skills
- Attention to detail and accuracy

**Preferred:**
- Education in or working knowledge of music, including familiarity with
**Position Title:** Head, Jean Gray Hargrove Music Library  
**Institution:** University of California, Berkeley  
**Location:** Berkeley, CA  
**General Information:** The University of California, Berkeley, welcomes applications for a dynamic, experienced, innovative and service-oriented Head Librarian to lead the Jean Gray Hargrove Music Library.

**Qualifications:**  
music terminology

**Salary and Benefits:**  
Salary: New hires typically begin at $2119 including an excellent benefits package  
Bargaining Union: A  
This position is part of a Washington Federation of State Employees bargaining unit. New employees are required to meet the membership requirements of the current collective bargaining agreement within 30 calendar days of employment.

**Deadline:**  
Application review begins March 21, 2008; position is open until filled.

**Application Instructions and Requested Documents:**  
A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. You may cut and paste your resume and cover letter as noted on the EASE application.  
Please complete the education and work experience section of the EASE application and submit the names and contact information of three professional references.

Recruitment #: 08901

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities, Vietnam-era and disabled veterans are encouraged to apply. All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.
The Environment:
The UC Berkeley Library is an internationally renowned research and teaching facility at one of the nation’s premiere public universities, serving 23,000 undergraduates, 9,000 graduate students, and 1,500 faculty. Current collections include approximately 10 million volumes and 56,000 current serial titles. Library facilities on the Berkeley campus include the Doe/Moffitt Libraries, The Bancroft Library, the East Asian Library and more than 20 libraries that serve specific subject areas and the professional schools. The Library is a member of the Center for Research Libraries, the Association of Research Libraries, Online Computer Library Center (OCLC), and the Research Libraries Group, and is an active participant in the California Digital Library. The Library has a current operations budget of $35 million and a current collections budget of $22 million, and employs about 375 full-time staff and more than 600 part-time students.

Founded in 1947, the Music Library has a diverse and extensive collection of books, serials, printed music, microforms, sound and video recordings housed in the new Jean Gray Hargrove Music Library, an award winning state-of-the-art library building (28,775 SF) opened in 2004. The collection was originally built to support the study of Western classical music; however holdings in traditional, popular, and non-Western musics have expanded along with academic interest in these areas. Opera is a particular strength with depth in the 19th century Italian and French repertory and Italian librettos of the 17th-20th centuries. Its extensive Special Collections features early printed books and music, music manuscripts, and the papers of organizations and individuals related to San Francisco Bay Area and northern California local music history. The collection serves the diverse teaching and research needs of the Department of Music with approximately 24 permanent and visiting faculty, 63 Ph.D. students in residence pursuing coursework in musicology, ethnomusicology, and composition, and 120 general undergraduate music majors, all embracing a variety of performance activities. Additional information about the library is available at: http://www.lib.berkeley.edu/MUSI. The Head manages 1 Librarian, 5.5 Library Assistants, and 12-15 part-time Student Library Employees.

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

**Qualifications:**

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

**Preferred:**
An advanced degree in music and reading knowledge of a Western European Language. Demonstrated experience with current and emerging trends in music collection development and collection assessment. Experience with rare materials, including manuscripts and archives. Experience managing a library unit and supervising staff. Experience developing and managing budgets. Professional contributions beyond the primary job, active participation in University and professional organizations, and other research and creative activity will be expected. Depending on the research activities of the successful candidate, this position may lead to opportunities for teaching in the Music Department.

**Salary, Rank, and Benefits:**

$60,408-$95,388 per annum, based upon qualifications

Hiring Range: Associate Librarian V Librarian V

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

Librarians are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. UC has an excellent retirement system and sponsors a variety of group health, dental, vision and life insurance plans in addition to other benefits. Relocation assistance is provided.

**Deadline:**
First consideration will be given to applications received by April 21, 2008. This
position will remain open until filled.

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

Barbara Kornstein
Academic Personnel Specialist
Library Human Resources Department
110 The Library
University of California
Berkeley, CA 94720-6000
Or FAX to: 510-642-8675
Or EMAIL: librec@library.berkeley.edu

Applications sent via e-mail preferred.

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

The University of California is an Equal Opportunity, Affirmative Action Employer

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**Position Title:** Supervisory Librarian

**Institution:** National Audio Visual Conservation Center at the Library of Congress

**Location:** Culpeper, VA

**General Information:**

**ANNOUNCEMENT NUMBER:** 080020  
**WORK SCHEDULE:** Full Time  
**OPEN DATE:** 3-14-2008  
**TIME LIMIT:** Permanent - No time limit Help  
**WHO MAY APPLY:** US citizens - By law, employment at most U.S. Government agencies, including the Library of Congress, is limited to U.S. citizens; however, non-citizens may be hired provided that immigration laws and other legal requirements are met, and the Library determines there are no qualified U.S. citizens available for the position. Help  
**NUMBER OF VACANCIES:** 1

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

This position is located in the MBRS, Recorded Sound Section, Collections and Services, Library Services.

The Position Description number for this vacancy is 116465.

This position is at the GS-13 level and has no promotion potential.

This is a supervisory, non-bargaining unit position.

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

The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period.


**Duties:**

Reports directly to the Head of the Recorded Sound Section. Responsible for the direct supervision of the staff responsible for receiving, organizing and creating inventory control and cataloging records for recorded sound collection items and related materials acquired by the Library of Congress. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations, and provides advice, counsel and instruction to staff members. Carries out Equal Employment Opportunity (EEO) policies.

Serves as an expert in the organization, development and implementation of
multiple and concurrent projects relating to the physical processing, inventorying and cataloging of the Library of Congress’ published and unpublished recorded sound collections.

Serves as project leader, team leader, or chairperson for working groups, task forces, committees, etc., pertaining to the processing and cataloging of recorded sound materials. Coordinates the details involved in special projects of lasting importance to the Library of Congress and to the field of recorded sound archiving and bibliographic control.

Develops and/or institutes technical standards or protocols applicable to the processing unit of a recorded sound library and archive.

Participates in planning the work of the Recorded Sound Section, including formulating goals and objectives and identifying opportunities for improvements in methods, workflow and procedures.

Serves as a cataloging expert for recorded sound materials. Develops and/or institutes innovative methods of cataloging and finding aid creation to provide quality access to the audio collection in a timely and efficient manner. Contributes to the development of new cataloging practices and/or standards, particularly those relating to the creation of metadata for digital audio files and related digital objects.

Organizes, develops and schedules training projects for a wide variety of materials related to bibliographic access and other cataloging and collection management tools for recorded sound collections.

Initiates, establishes and maintains professional relationships with recorded sound and moving image archivists, reference librarians, preservation engineers and other specialists in order to share resources and information and coordinate work within the National Audio-visual Conservation Center (NAVCC).

Qualifications:

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

Ability to supervise and lead a diverse workforce.**

Ability to plan and carry out library programs, analyze organizational and operational problems, and develop solutions.**

Knowledge of the principles, concepts, and techniques of library science.**

Knowledge of recorded sound collections.
Ability to communicate in writing.

Knowledge of integrated library systems, library applications, and other information technologies.

Ability to communicate effectively other than in writing.

**Salary and Benefits:**

SALARY RANGE: $82,961.00-$107,854.00

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

**Deadline:**

4-15-2008

**Application:**

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

Library of Congress Customer Service Center
101 Independence Avenue, SE, LM-107
Washington, D.C., 20540-2700
(202)-707-5627

Please be advised that due to security concerns on Capitol Hill, mail delivery from the United States Postal Service is experiencing significant delays. As a result, you are strongly encouraged to apply online. If you choose to submit a hard-copy application, we recommend that you send it via Fed-Ex or United Parcel Service (UPS) and that you allow at least 72 hours for delivery, even for overnight packages. You also have the option of hand delivery of your application, Monday through Friday, from 8:30 a.m. until 4:30 p.m., to the Library of Congress Customer Service Center.

**EVALUATION OF CANDIDATES:**
The Library of Congress evaluates applicants through an applicant questionnaire and a structured interview. Applicants may also be screened for some jobs through licensing, certification, and/or education requirements, a narrative/application...
review, and/or a preliminary telephone interview. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position. To be considered for final selection, applicants must demonstrate fully acceptable experience in these designated 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.

Applicants must submit a complete application package that is received by the closing date of this announcement.

For current or former Federal employees: Submit a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

For current or former military personnel: Submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable.

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

Responsibilities:
Specific responsibilities include:

- Select, make accessible, and market print and multimedia resources to support Fine Arts programs and curriculum
- Oversee upgrade and implementation of new media computer and software resources to support student online academic projects
- Transform Fine Arts Classroom into multimedia presentation center for instruction and screenings
- Serve as liaison to Arts and Humanities Division, and develop collaborative working relationships with discipline faculty
- Library's point-person for Performing Arts Center and state-of-the-art Multimedia Center
- Provide library instruction, resource selection, and reference service

Qualifications:

REQUIRED:
MLS from an ALA-accredited institution. Second Master's degree in Fine or Performing Arts or Instructional Technology is required for appointment to Assistant Professor. Strong subject knowledge of fine and performing arts, new media and instructional technologies. At least one year of academic library experience. Experience in teaching or presenting to groups.

PREFERRED:
Awareness of online presentation technologies and their support and implementation in a diverse student learning environment. Futurist with multimedia vision and ability to articulate and lead. Knowledge of copyright and intellectual property in an educational setting.

Rank: Instructor or Assistant Professor

Deadline: April 30, 2008

Application:
Please submit letter, resume, and names and addresses of three references to:

Professor Kenneth Schlesinger, Chair
Library Search Committee
Lehman College
250 Bedford Park Boulevard West
Bronx, New York 10468-1589
Kenneth.Schlesinger@lehman.cuny.edu
http://www.lehman.edu/provost/library

Lehman College/CUNY is an EEO/AA/ADA/IRCA Employer
<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Junior Fellows Summer Internships</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>Library of Congress</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Washington, D.C.</td>
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</tbody>
</table>

**General Information:**
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 with the staff, curators, and the incomparable collections of the Library of Congress, interns will be exposed to a broad spectrum of library work: preservation, reference, access standards, information management, the U. S. copyright system and gift collections.

No previous experience is necessary, but internships are competitive and special relevant skills are desirable. Selection will be based on academic achievement, letters of recommendation, and in most cases an interview with a selection official.

See [http://www.loc.gov/hr/jrfellows/about.html](http://www.loc.gov/hr/jrfellows/about.html) for more information about the program.

**Eligibility:**
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 2007 from an undergraduate or graduate program.

**Terms:**
Summer internships will begin June 2, 2008, and run through August 8, 2008. The comprehensive orientation program scheduled during the first week includes training in conservation techniques and instructions for the safe handling of rare copyright deposit materials, many of which date back to the late nineteenth and early twentieth centuries.

**Salary, Appointment, and Benefits:**
Interns will work full-time (40 hours per week), Monday through Friday, and will receive a taxable income of $300.00 per week.

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 Metrochek, a transit subsidy program for qualified individuals who use the Metro System, Virginia Rail Express, MARC commuter trains, and county and commercial buses and qualified commercial van pools to commute to their jobs at the Library.

**Deadline:**
All applications (and supporting materials) must be received by the Intern Selection Coordinating Committee by midnight EDT Monday, March 31, 2008.

**Application:**
The application package must include the following materials:

1. A detailed cover letter indicating at least three (3) subject area(s) in which the applicant is interested, language abilities if relevant, and statement of professional
Subject Areas of Interest:

- American History and Literature
- History of Popular and Applied Graphic Arts, Architecture, and Design
- History of Photography
- Manuscript Drama
- Film, Television, and Radio
- Sound Recordings
- Music
- Rare Books and Manuscripts
- American Popular Culture
- Preservation and Conversation
- Area Studies (Asian, Hispanic, European)
- Veterans History Project
- Serials and Government Publications

2. Completed Forms OF612 (Application for Federal Employment) and OF 306 (Declaration for Federal Employment). PDF or Word Versions of both forms are available at this link for download. To expedite the application and selection process, please include email address on all forms and correspondence. The Background Survey Questionnaire is optional.

- Application for Federal Employment OF612
  Word version
- Declaration for Federal Employment OF306
  Word version
- Background Survey Questionnaire
  Word version

3. Two (2) letters of recommendation from an appropriate professor or employer attesting to the applicant's proficiency, reliability and the feasibility of his/her carrying out assignments. These may be sent by the authors directly to interns08@loc.gov. Be sure to include applicant's name in subject line.

4. Transcript(s) from the current or most recently attended university or college. Unofficial photocopies will be accepted.

Applications will be accepted only on-line and should be sent to:

2008 Summer Intern Program Coordinating Committee at interns08@loc.gov.
Questions about the program can be emailed to: questions08@loc.gov.

5. Applicants are responsible to ensure their applications and supporting materials are received by the application deadline.

BEFORE YOU SUBMIT
Ensure that your application package is complete.
Ensure that each document is in a separate file.
Incomplete applications not processed.

- Is your cover letter complete and does it provide 3 areas of interest?
- Is your cover letter included?
- Is your Application for Federal Employment OF612 included?
- Is the Declaration for Federal Employment OF306 included?
- Is the Background Survey Questionnaire included?
- Are the 2 letters of recommendation included?
- Are recent transcripts included?
- Are the documents in separate files? Note: You may send the document files in separate emails, if you experience problems sending everything in one email. Please label your documents.

6. The inbound maximum message size is 10MB. If you sent multiple emails please label them with applicant’s name + 1 of x, 2 of x, 3 of x.

Selection Process
Applications will be forwarded to selecting officials in the Library who will arrange telephone interviews with promising applicants, based on materials submitted. Those selected will be provided with detailed information on reporting for their internship on June 2.

The Library of Congress Junior Fellows Summer Intern Program is a joint project of the U. S. Copyright Office, Library Services, Office of Workforce Diversity, Human Resources Services, the Office of Strategic Initiatives, and the Office of the Chief Financial Officer.

The Library of Congress is an equal opportunity employer. Women, minorities, and persons with disabilities who meet eligibility requirements are strongly encouraged to apply.

Position Title: Assistant Librarian (tenure track)
Institution: McGill University
Location: Montreal, Quebec, Canada

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

The Library provides outstanding collections, access to the world of knowledge, excellence in service and an appropriate library environment, all of which are client-focused and responsive to the needs of the McGill community. The Library maintains traditional library services, implements new information and communication technologies in service delivery and provides information skills/literacy programs to its clients. The Library pro-actively supports the teaching, learning and research needs of faculty and students to ensure that the University’s strategic mission is accomplished in a rapidly changing environment.

There are several positions to be filled, one in the Marvin Duchow Music Library which serves primarily the Faculty of the Schulich School of Music, and one position in the Humanities and Social Sciences Library.

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

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

Duties: Duties and responsibilities include, but are not limited to:

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

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

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

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

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

Develop and maintain documentation, including web content and user guides

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

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

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

Create and maintain library system and database records

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

Co-ordinate and participate in projects

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

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

Comply with staff conduct and occupational health and safety requirements

**Reporting Relationships:**

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

**Selection Criteria:**

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

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

Deadline: Tuesday, April 15, 2008

Application Procedure:
Application, along with a curriculum vitae, copies of academic transcripts, and the names and addresses of three referees should be submitted to:

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

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

Position Title: Head, Arts and Special Collections
Institution: Carnegie Mellon University
Location: Pittsburgh, PA
General Information: Carnegie Mellon, a top-ranked university spanning arts and technology, seeks an enthusiastic and innovative leader for Arts and Special Collections, a public services department of the University Libraries. The department supports and facilitates faculty and student teaching, learning, and research in the arts by offering services,
collections, instruction, and outreach targeted to Carnegie Mellon’s renowned College of Fine Arts, which includes the Schools of Architecture, Art, Design, Drama, and Music. The department also includes six special collections (Fine and Rare Book Room, Posner Memorial Collection, Artists’ Book Collection, Architecture Archives, Audio Collection, and Visual Resources Collection), and creates special projects—including digital initiatives—for its user community.

Responsibilities: The head supervises a team of four faculty librarians/archivists and four staff members, and oversees the Arts Reference Desk and other public service points. The head is responsible for the operations and management of Arts and Special Collections including personnel, budget, resource development, and facilities. The head works collaboratively to develop departmental policies and strategic plans, maintains and promotes interdepartmental communication, and participates in library governance. The head actively participates in reference services and special projects, and may have liaison responsibilities. The head builds partnerships with the College of Fine Arts and across the University. This position reports to the Associate Dean of University Libraries.

Required Qualifications: ALA-accredited MLS or ALA-recognized international equivalent or appropriate advanced degree

Degree in the visual or performing arts, or five or more years of arts or academic library reference experience

Demonstrated knowledge of print and electronic information resources and information technologies

Demonstrated knowledge of or experience with digital initiatives in the arts

Strong public service orientation

Ability to lead and to collaborate as part of a team

Outstanding written, oral, and interpersonal communication skills

Supervisory experience

Potential to meet the university’s requirements for promotion and continuing appointment, http://www.cmu.edu/policies/documents/Librarian.html

Desirable Qualifications: Demonstrated experience with managing arts facilities, special collections, or archives

Advanced degree in the visual or performing arts, or management

Proven skills in traditional and digital reference, instruction, and computing

Demonstrated experience in creating or managing digital projects
Salary and Appointment: Salary negotiable depending on qualifications and experience. Comprehensive benefits package. This position is part of the Librarian/Archivist track of the university faculty. Attainment of promotion and continuing appointment is dependent on job performance, research, scholarly or artistic activity, and service. Initial appointment will be commensurate with the candidate’s experience and professional achievement.

Deadline: Applications received by March 28, 2008 will receive first consideration. Position begins by or before September 1, 2008. Employment eligibility verification and background check required before hire.

Application: Members of historically underrepresented groups in librarianship (African Americans, Asian Americans, Hispanic Americans and Native Americans) are strongly encouraged to apply.

Send application letter referencing job HL1-08, résumé, and names and contact information for three references to:

Executive Assistant
Hunt Library HL1-08
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890.

Fax: (412) 268-2793.

Email applications (HL1-08 in subject line) can be sent to: librarian-search@andrew.cmu.edu.

Carnegie Mellon is an Affirmative Action/Equal Opportunity Employer dedicated to diversity.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Part-Time Music Cataloger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Pasadena City College</td>
</tr>
<tr>
<td>Location:</td>
<td>Pasadena, CA</td>
</tr>
<tr>
<td>General Information:</td>
<td>Pasadena City College is a two year community college located in Pasadena, California. It has a small music library as part of its practice and listening area.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Someone is needed to catalog CDs, music, and books on a part-time basis. The budget is small and materials are purchased sporadically; consequently, the work would be occasional. This person would work with the cataloger in the main library</td>
</tr>
</tbody>
</table>
and would do some original cataloging. The collection is in the Library of Congress system.

**Required Qualifications:**
MLS degree with experience in cataloguing music.

**Preferred Qualifications:**
Degree in music.

**Appointment:**
Part time; a candidate who also has a masters in music would be considered for adjunct employment in the Music Lab.

**Application:**
Informal

For more information, contact:
Robert Eaton
626.585.7590
reeaton@pasadena.edu.

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**Position Title:** Faculty-Music Reference & Public Services Librarian

**Institution:** Brigham Young University

**Location:** Provo, Utah

**General Information:**
Posting Number: 080056

Department: Library
Division: Public Services

Brigham Young University (BYU), a privately owned and operated university of The Church of Jesus Christ of Latter-day Saints, located in Provo, Utah, invites application for a continuing faculty status (CFS) track position in the Special Collections Division of the Harold B. Lee Library. The library is seeking a dynamic individual who can perform well in a rapidly changing environment. The mission of the Music Reference & Public Services Librarian is to provide quality reference support and research training to all Music and Dance Library patrons, including the BYU School of Music, Dance Department, Humanities Department, related professional societies, and the general BYU campus community. This person will also serve as a library liaison to assigned faculty and departments and be responsible for maintaining a department website, blog, wiki and other instruments of outreach to students and faculty.

BYU, an equal opportunity employer, requires all faculty to observe the university's
honor code and dress and grooming standards. Preference is given to qualified candidates who are members in good standing of the affiliated church, The Church of Jesus Christ of Latter-day Saints.

**Duties / Responsibilities:**

- Acts at the principal coordinator for reference and public services in the Music and Dance Library.
- Oversees music and dance reference and library instruction. Coordinates with other librarians offering reference and library training for the Music and Dance Library.
- Develops and maintains a department website, blog, wiki, and other instruments or programs of outreach to students and faculty.
- Oversees the collection development and cataloging for sound and video recordings (non-Mormon media). Coordinates with other librarians with music collection development responsibilities.
- Acts as curator for assigned music special collections. Possible assignments include the Music Recordings Archive, the Primrose International Viola Archive, and archives of popular American Music.
- Participates in teaching Music 410R: Introduction to Music Special Collections.
- Acts as a Music and Dance Library liaison to assigned teaching faculty and departments. Coordinates with other librarians with related liaison assignments.
- Establishes and maintains good donor relations. Participates in preparation of exhibits that promote the Music and Dance Library collections and services.
- Identifies materials that need conservation/preservation and makes sure that they receive appropriate treatment.
- Stays abreast of developments in technology and media that impact the services related to the Music and Dance Library. Participates in long-term planning in relation to technology and media.
- Participates in the planning and maintenance for the physical facilities and equipment of the Music and Dance Library

**Qualifications:**

- Master's degree in library science is required; an undergraduate degree in music or the humanities (preferably a BA degree); a graduate degree in music is also strongly preferred.
- Demonstrated ability in standard practices and theory of reference services and research training.
- Working knowledge of MARC cataloging format is desirable.
- Experience in collection development and management is desirable.
- The ability to appraise, arrange and describe private and institutional archival collections is desirable.
- Capability of managing various media formats: paper, microform, electronic, audiovisual, etc.
- Ability to teach and participate in outreach programs such as class lectures, presentations, and exhibits.
- Ability and desire to interact positively with students and faculty.
- Ability to supervise staff, students, interns, and volunteers.
- Strong management, organizational, leadership, communication and problem solving skills.
- Ability to communicate effectively orally and in writing.

**Rank, Salary, and Benefits:**
This is a continuing faculty status track position with generous insurance and retirement benefits. Salary is commensurate with experience and academic/professional qualifications. This is a twelve-month appointment with twenty-two days annual leave and additional professional development time is available.

**Deadline:**
Review of applications will begin May 12, 2008, and will continue until the position is filled.

**Application:**
For complete job announcement and to apply online, please visit: [https://yjobs.byu.edu](https://yjobs.byu.edu).

Please create an online application and attach your resume or CV and cover letter.

For any questions regarding this posting, contact:
Quinn Galbraith
Library Human Resource Manager
2226 HBLL
BYU
Provo, Utah 84602.

Email inquiries to quinng@byu.edu.

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**Position Title:** Treasurer/Executive Secretary

**Institution:** Music Library Association

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

Potential candidates are encouraged to contact any member of the Search Committee to discuss the position in detail.

**Qualifications:**
The position requires a dynamic, well-organized, and detail-oriented individual with at least five years of experience as a music librarian; administrative experience and knowledge of management principles (including fiscal operations); electronic mail and computer access and literacy; and familiarity with the Music Library Association and other professional organizations. Experience with Microsoft Access, Microsoft Excel, and QuickBooks (or other standard bookkeeping/accounting software) is preferred. Membership in MLA is required.

**Term:**
The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Treasurer/Executive Secretary annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will attend the June 2008 board meeting (June 11-14) and will work closely with the current Treasurer/Executive Secretary through the fall 2008 board meeting, taking over all responsibilities at that time.

**Honorariaum:**
The Treasurer/Executive Secretary receives an honorarium of $7,000 per year and support for expenses necessary to carry out the responsibilities of the position (travel, telephone, postage, supplies, etc.).

**Deadline:**
April 4, 2008

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

Nancy Nuzzo  
University at Buffalo  
112 Baird Hall  
Buffalo, NY 14260-4750  
nuzzo@buffalo.edu

Recommendations for candidacy are welcome. Members of the Search Committee are Eunice Schroeder, Brad Short, Patrick Wall, and Nancy Nuzzo, chair.

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**Position Title:** Cataloger - Assistant Professor  
**Institution:** Missouri State University
<table>
<thead>
<tr>
<th>Location:</th>
<th>Springfield, Missouri</th>
</tr>
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<tbody>
<tr>
<td>General Information:</td>
<td>Missouri State University is a selective-admissions metropolitan university with a statewide mission in Public Affairs. With 20,000 students, 140 undergraduate and 40 graduate programs, and facilities that are ranked among the finest in the state, Missouri State offers the opportunities and advantages of Missouri's second-largest university. For more information, see <a href="http://www.missouristate.edu/">http://www.missouristate.edu/</a>. Springfield, rated by Employment Review as one of the Top Ten of America's Best Places to Live and Work, is the gateway city to the beautiful Ozarks and is noted for its thriving economy, excellent schools and health care, vital arts and entertainment scene, temperate climate and many outdoor recreational opportunities. For information about Springfield, see <a href="http://www.springfieldchamber.com/">http://www.springfieldchamber.com/</a>.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Under the supervision of the Head of the Catalog Department, catalogs all types of materials using OCLC, MARC21, and LCSH, classifying in either LCC or DDC. Includes general cataloging of books, other print materials, music materials, and various nonbook formats. Participates in teaching rotation for graduate level cataloging course. Assists with departmental training and database cleanup projects. Must meet faculty requirements for librarianship, professional development, research, and service.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td><strong>Required:</strong> MLS from ALA-accredited program, including cataloging coursework. Cataloging experience using an online library system. Knowledge of AACR2, LCSH, LC classification, and MARC format. Music coursework or background. Excellent oral and written communication skills. Good interpersonal skills. Potential for successful classroom teaching. <strong>Preferred:</strong> Knowledge of OCLC and Dewey Decimal classification. Two or more years of cataloging experience, preferably in an academic library, and preferably using Innovative Interfaces. Experience cataloging music scores, sound recordings, and other nonbook formats. Teaching experience. Knowledge of German or other European language.</td>
</tr>
<tr>
<td>Salary and Benefits:</td>
<td>Tenure track faculty appointment in the Missouri State University Department of Library Science at Assistant Professor rank. Salary commensurate with experience. Nine month appointment. Summer contract is usually available at up to 1/5 additional salary. A full range of fringe benefits is available; see <a href="http://www.missouristate.edu/human/3663.htm">http://www.missouristate.edu/human/3663.htm</a></td>
</tr>
<tr>
<td>Date of First Consideration:</td>
<td>April 30, 2008</td>
</tr>
<tr>
<td>Application:</td>
<td>Send a letter of application, curriculum vitae, and names and contact information</td>
</tr>
</tbody>
</table>
of 3-5 professional references to:

Marilyn McCroskey  
Search Committee Chair  
Professor of LIS/Head of Cataloging  
Duane G. Meyer Library  
Missouri State University  
901 S. National Ave.  
Springfield, MO 65897

With the above materials, all applicants must also submit a completed Applicant Disclosure Form; see [http://www.missouristate.edu/assets/provost/ApplicantDisclosureForm.pdf](http://www.missouristate.edu/assets/provost/ApplicantDisclosureForm.pdf)

Employment will require a criminal background check at University expense.

If you have questions, e-mail: MarilynMcCroskey@missouristate.edu or call 417-836-4541.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military requirements for students or the applicable job requirements for employees.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer.

Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Siceluff Hall 296, 901 South National, Springfield, Missouri 65897, (417) 836-4252.

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**Position Title:** Digital Initiatives and Systems Librarian/Coordinator

MLA Job Archives – 2008 | p.60
Institution: The University of the Arts

Location: Philadelphia, Pennsylvania

Responsibilities: The University of the Arts University Libraries seeks an innovative, creative, and service-oriented individual to develop, implement, evaluate, and revise digital initiatives including the Libraries’ Web site and use of Web 2.0 tools, manage its electronic collections and services, and provide overall administrative support for the Libraries’ computer systems including its Innovative Interfaces, Inc. Millennium integrated library system and digital content management systems (MDID and CONTENTdm). The incumbent will also coordinate support of the Libraries’ electronic systems and activities with the University’s information technology department. Serves, with other librarians, as an advisor to the Director of University Libraries on overall library policies and services, specifically providing advice and expertise on emerging technological trends and developments in academic libraries. Reports to the Director of University Libraries.

Qualifications: An ALA-accredited master’s degree in library and information science preferred. Will consider equivalent advanced academic qualification in information technology. At least one year experience managing an integrated library system, preferably the Innovative Interfaces, Inc. system, and/or experience managing a digital content management system. Demonstrated experience developing Web sites and Web 2.0 technologies for delivery of digital content and services. Working knowledge of metadata standards and Web authoring tools. Experience in higher education, preferably in an academic library setting with some reference responsibilities. Background and/or strong interest in the arts preferred.

Deadline: Applications will be reviewed as received. For full consideration, please apply by May 30, 2008.

Application: Interested applicants should send resume to:

Digital Initiatives and Systems Librarian/Coordinator Search
Personnel Services Department
The University of the Arts
320 South Broad St.
Philadelphia, PA 19102

or email: personnel@uarts.edu.

For more information, see the Digital Initiatives and Systems Library/Coordinator listing at http://www.uarts.edu/about/jobs.html#.

For information about the University, visit: www.uarts.edu

Excellent benefits. EOE
**Position Title:** Reference Librarian/Music Bibliographer  
**Institution:** Central Michigan University  
**Location:** Mount Pleasant, Michigan  

**General Information:** Central Michigan University Libraries seeks a 12-month, tenure-track faculty Reference Librarian/Music Bibliographer at the rank of Assistant Professor to join an energetic team. Serving about 28,000 students, Central Michigan University is a doctoral research institution recognized for strong undergraduate education and a range of focused graduate programs and research.

**Responsibilities:** Shares responsibility with a team of 10 librarians in the Reference Services Department for providing all facets of reference service, including reference and research support, and library instruction. Teaches sections of LIB 197, a one-hour credit course and conducts specific instruction for other courses. Participates in collection development and serves as bibliographer for music and other areas as assigned. Serves as music specialist for the Libraries and assists Technical Services in acquiring and cataloging music material. As a faculty member, produces scholarly and/or creative achievements and contributes to university service. This position includes weekend/evening hours.

**Minimum Requirements:** Applicants must possess an MLS or equivalent degree from an ALA-accredited program, excellent communication skills, service-orientation, and evident potential for earning tenure/promotion as a library faculty member. This position requires relevant experience or education in academic library reference and instruction, and an undergraduate degree in music or a demonstrably significant academic background in music. Applicants must show evidence of the ability to carry out assignments independently and cooperatively.

**Preferred Requirements:** Advanced degree in music and other teaching experience.

**Salary, Benefits, and Appointment:** Salary commensurate with qualifications, minimum $52,000. Excellent fringe benefits. Tenure-track, 12-month, Assistant Professor

**Deadline:** Review of applications begins June 1, 2008. Applications for this position will be accepted until the position is filled.

**Application:** Submit letter of application addressing qualifications for the position, resume, and names, titles, addresses, and telephone numbers of at least three professional references. Applications may be emailed to cole1se@cmich.edu (please include the phrase "Reference Librarian/Music Bibliographer Search" in the subject line). Alternatively, a hard copy application may be sent to:  
Chairperson, Reference Librarian/Music Bibliographer Search Committee  
407 Park Library  
Central Michigan University
Position Title: **Head of Special Collections**  
Institution: **University of Missouri-Kansas City**  
Location: Kansas City, Missouri  

**General Information:** Dynamic urban academic research library seeks innovative and knowledgeable leader with strong public service orientation, experience with rare book, manuscript, and sound recording collections, and knowledge of digitization projects for the position of Head of Special Collections at the University of Missouri-Kansas City (UMKC) University Libraries.

The Kansas City region’s rich array of cultural and academic organizations provides established partnerships and offers many new opportunities to partner with professional colleagues on events, exhibits, programming, grants and digitization projects. The successful candidate will actively participate with UMKC library leadership in the stewardship of established and potential donors.

The Special Collections at UMKC houses the Snyder Collection of Americana, the Suzanne Statland Collection on Holocaust Studies, the Richard W. Bolling Papers, the Truman Library’s Student Research File, and a number of other smaller collections. The department also offers marvelous research opportunities in music history, especially American music history and the history of American jazz. The Marr Sound Archives, a unit of the Special Collections Department, holds over 300,000 sound recordings in formats that include LPs, 78s, 45s, cylinders, transcription discs, instantaneous cut discs and open reel tapes. The focus of the collection is the American experience as reflected in recorded sound. The UMKC University Libraries were recently awarded a $502,000 Andrew W. Mellon grant to catalog the J. David Goldin Collection of transcription discs. More information about the Special Collections can be found at [http://library.umkc.edu/spec-col/index.html](http://library.umkc.edu/spec-col/index.html).

The University of Missouri-Kansas City recognizes that a diverse faculty, staff and student body enriches the educational experiences of the entire campus and greater community. To this end, UMKC is committed to recruiting and retaining faculty, students and staff who will further enrich our campus diversity and making every attempt to support their academic, professional and personal success.

In a large area of green space and in Kansas City's research/cultural corridor, the
The campus is located in the heart of one of America's most affordable and attractive cities.

**Responsibilities:**
Leads daily operations of the Special Collections Department, which includes the Kenneth J. La Budde Special Collections and internationally known Marr Sound Archives. In conjunction with the Assistant Director for Public Services and Special Collections, formulates the department's strategic plan within the context of the University Libraries' strategic plan. Sets priorities for the collections and their preservation, management and development of dedicated and knowledgeable staff, and management of digital initiatives. Works closely with faculty, students, scholars and researchers to develop new teaching, learning and research opportunities using the Special Collections as an integral part of the overall library resources and services. Successful candidate will have an opportunity to transition the department-staff and collections to shared space that will be featured in a major renovation and expansion of the Miller Nichols Library.

**Required Qualifications:**
Must have an ALA-accredited MLS, an additional graduate degree preferably in history or another discipline in the humanities or arts, and a minimum 3 years progressively responsible rare book and manuscript experience and knowledge of digital formats and standards. Must have evidence of successful supervisory experience, the ability to manage a department of eight staff, and transition the staff and collections to a new merged space and realigned service operation. Must have excellent analytic, problem solving skills; exceptional interpersonal skills; strong skills in communication, both orally and in writing; and a strong commitment to public service. Must show evidence of professional initiative, mature judgment; understanding of the scholarly research environment. Must be able to thrive in a team setting, handle multiple responsibilities in a dynamic environment, and operate effectively in a diverse academic community.

**Preferred Qualifications:**
Grant-writing experience and successful work with donors. Experience in the development of digital library content to support teaching and learning.

**Salary and Benefits:**
Rank and salary commensurate with education and experience.
Minimum starting salary:
Librarian II: $45,000+
Librarian III: $50,000+

Excellent benefits and support for professional growth opportunities.

(For information about Librarian ranking, see: [http://www.umkc.edu/lib-council/handbook/promotion-comm/2-3-3-1PromCommAcadStatusLibns.htm](http://www.umkc.edu/lib-council/handbook/promotion-comm/2-3-3-1PromCommAcadStatusLibns.htm))

**Deadline:**
For best consideration, applications should be received by May 30, 2008. Application review continues until position is filled.

**Application:**
Send letter of application, resume, names of three references to:
Bonnie Postlethwaite  
Chair of Special Collections Librarian Search Committee  
University Libraries Administrative Office  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City, MO 64110  
816-235-1531  

Or submit via e-mail to: umkcula@umkc.edu.

Applicants who are not U.S. citizens must state their current visa and residency status. All final candidates will be required to successfully pass a criminal background check prior to beginning employment.

UMKC is an Affirmative Action/Equal Opportunity employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Ensemble Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>The Juilliard School</td>
</tr>
<tr>
<td>Location:</td>
<td>New York, New York</td>
</tr>
<tr>
<td>General</td>
<td>Department: Ensemble Library, Performance Activities</td>
</tr>
<tr>
<td>Information:</td>
<td>Reports to: Ensemble Librarian</td>
</tr>
<tr>
<td></td>
<td>This is a 42 week/year position.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>Assists the Ensemble Librarian in the following:</td>
</tr>
<tr>
<td></td>
<td>• Researching information regarding programming as requested</td>
</tr>
<tr>
<td></td>
<td>• Procuring music for ensemble concerts and performance classes</td>
</tr>
<tr>
<td></td>
<td>• Preparation of parts including marking bowings, cuts, and edits as requested by conductors</td>
</tr>
<tr>
<td></td>
<td>• Supporting ensembles and conductors at rehearsals and concerts</td>
</tr>
<tr>
<td></td>
<td>• Supervising work-study students, including coordinating work schedule and payroll sheets</td>
</tr>
<tr>
<td></td>
<td>• Administering check-out and return of woodwind and brass instrument collection</td>
</tr>
<tr>
<td></td>
<td>• Coordinating and preparing music for contemporary ensembles</td>
</tr>
<tr>
<td></td>
<td>• Serve as principal librarian for Pre-College Division large ensembles which</td>
</tr>
</tbody>
</table>
meet on Saturdays during the academic year. This includes advising conductors on music availability, preparing music for rehearsals and concerts, and coordinating employee coverage of Pre-College rehearsals and performances.

**Qualifications:**

- Bachelor’s degree in music; Master’s in music preferred
- Experience working with conductors and composers
- Experience working in an orchestra/performance library
- Basic computer skills
- Ability to follow specific and detailed instructions
- Self-motivated and able to handle multiple tasks concurrently
- Ability to work under extreme pressure and meet strict deadlines
- Excellent communication skills and ability to work well with students and faculty
- Exceptional organizational skills and attention to detail
- Experience performing in a large ensemble preferred
- Experience in an academic setting a plus
- Knowledge of computer music notation programs (such as Finale or Sibelius) helpful

**Application:**

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

Please send cover letter with salary requirements and resume to: jobs@juilliard.edu.

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**Position Title:** Librarian, Music  
**Institution:** Middle Tennessee State University  
**Location:** Murfreesboro, Tennessee  
**General Information:** Middle Tennessee State University is the fastest-growing public institution of higher education in the state and enrolls some 23,000 students. As a comprehensive university, MTSU offers a wide variety of academic programs at the Baccalaureate, Master’s and Doctoral levels. The University is located in Murfreesboro, 30 miles southeast of Nashville in Tennessee’s most dynamic region. The MTSU School of Music offers Baccalaureate and Master’s degree programs, and has a faculty of 34 full-time and 43 part-time faculty members that serve 340 music majors and a great number of music minors. More than 3,000 MTSU students enroll in music courses each year. MTSU has been designated an All-
Steinway School.

**Responsibilities:** Provide oversight and manage all materials and services of the Philip Howard Music Library; provide research and reference assistance; acquire and catalog music scores, editions and recordings used by the faculty and students in instruction and research. Up to 20% of the assignment may include teaching responsibilities in the School of Music.

**Qualifications:** Master of Music, Master of Library Science or Information Studies, or a closely related degree required. Three years' experience as a music librarian preferred. Two years' work in a music/arts institution or library highly desired.

**Salary Range:** $36,482 - $44,508

**Deadline:** May 2, 2008

**Application:** Interested applicants should submit the following required materials:

1. a cover letter indicating interest in the position;
2. a complete resume;
3. an MTSU Application for Employment Form. Submit all materials online at: [http://mtsujobs.mtsu.edu](http://mtsujobs.mtsu.edu).

Professionalism teamed with opportunity.

AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER MIDDLE TENNESSEE STATE UNIVERSITY - A TENNESSEE BOARD OF REGENTS INSTITUTION

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**Position Title:** Arts Liaison Librarian (Music, Art & Design, Film)

**Institution:** Georgia State University

**Location:** Atlanta, GA

**General Information:** Georgia State University Library is part of a dynamic urban university in the heart of Atlanta. With approximately 1 million visitors this past year, the Library is an important partner in teaching and research at the University with over 1.4 million volumes and an environment which encourages active learning and study. In the past year, the Library has undergone a major transformation to provide easier access to more informational resources, the latest technology, improved customer service, a variety of study spaces, two instructional classrooms, a learning commons and a coffee shop.

The University Library seeks a committed and energetic librarian to provide
innovative teaching and research support of the arts. The departments of responsibility are: Music, Art & Design, Film & Video, and Theater. For these departments of responsibility the librarian will develop collections in all formats. This position reports to the Head of Liaison & Outreach Services.

The School of Music offers several MA concentrations including composition, music education and performance as well as a PhD in teaching and learning. The School of Music also maintains a full calendar of concerts and events in several venues including the Kopleff Recital Hall and the Rialto Center for the Arts. The Ernest G. Welch School of Art & Design offers MA concentrations in fine arts, including Art History, with an option for digital filmmaking and graphic arts. The School of Art & Design also has two galleries which for more than 25 years has hosted hundreds of events. Film & Video and Theater are in the Department of Communication, which partners with some of Atlanta’s most vibrant corporate and artistic organizations. Masters degrees are offered in Digital Imaging and a PhD is offered in Moving Image Studies.

Library and University Environment
The University Library houses over 1,440,000 volumes, subscribes to more than 7,600 serials and is a Federal Document Depository with more than 770,000 government documents. Its growing Media Center has holdings of approximately 21,000 audio, video, and multimedia materials. The carefully selected collections are designed to serve varied research and instructional needs at the undergraduate and graduate levels of the university community. Library services are supported by the Endeavor Voyager integrated library system. The University System of Georgia has a statewide system known as GALILEO, providing equal access to electronic resources and other materials for libraries throughout the state. The University Library is a member of the Association of Southeastern Research Libraries; the Southeastern Library Network (SOLINET) and the Atlanta Regional Consortium for Higher Education, consisting of fourteen academic and research libraries serving nineteen institutions in the greater Atlanta metropolitan area.

Georgia State University (GSU) is a dynamic urban institution located in downtown Atlanta with an enrollment of approximately 27,000 students. The close relationship that exists between the university and its surrounding business, government and cultural communities makes GSU unique in the University System of Georgia and distinctive among universities in the South.

Responsibilities:
The successful candidate serves as liaison to assigned departments; meets regularly with members of the departments to provide information and instruction about library services, collections, and programs. The successful candidate will deliver quality, in-depth reference and consultation services in the designated subject areas; develop library collections in the assigned areas, including participation in the management of the library materials budget; promote the library and information literacy; and foster communication between the assigned departments and the library. Liaison librarians assist with the general reference service that includes desk and virtual reference hours and are responsible for occasional
weekend and evening hours. As faculty members, liaison librarians serve on library and university committees and engage in scholarly activities.

**Requirements:**
ALA-accredited MLS and relevant experience in one of the advertised subject areas. Familiarity with resources in a variety of formats, skill in use of technology and web based applications, and excellent communication, presentation and interpersonal skills.

**PREFERRED:**
Master’s Degree in one of the advertised subject areas. Experience in Collection Development within one of the subject areas, especially music, is strongly preferred. Demonstrated interest in research and professional activities.

**Condition of Work and Benefits:**
Forty-hour workweek
Twenty-one days vacation
Twelve paid holidays
Twelve days sick leave
Faculty rank and status
Non-Tenure track

Retirement plans include: State Teachers Retirement Plan, TIAA–CREF and VALIC
Group health and life insurance
Social Security
Optional pre-tax benefits
Support for research and professional activities

**Salary and Rank:**
$42,800-$52,000 for 12 months commensurate with the candidate’s education and experience. Appointment at a faculty rank, on a contract renewal basis.

**Deadline:**
Review of materials will begin May 9, 2008 and continue until the position is filled.

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

Human Resources Coordinator
University Library
Georgia State University
100 Decatur Street, SE, Atlanta, GA 30303-3202
(404) 413-2700

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

*Georgia State University is an equal opportunity educational institution/affirmative action employer strongly committed to cultural diversity.*
<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Archivist</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Cleveland Orchestra</td>
</tr>
<tr>
<td>Location:</td>
<td>Cleveland, Ohio</td>
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</tbody>
</table>

**General Information:**
The Cleveland Orchestra is seeking a dedicated individual to join our team as the institution’s Archivist. Reporting to the Director of Public Relations, the Archivist is manages of the Archives program for The Cleveland Orchestra, Severance Hall, and Blossom Music Center. This involves acquiring, organizing, preserving, and making accessible the semi-current and non-current historical records, as well as promoting the institution’s historical heritage.

**Responsibilities:**
Primary responsibilities include: Provide information/reference/research services to the staff of the organization and to the outside world; Process the non-current and semi-current records of the organization and establish their disposition; Assist individuals and departments of the organization with special projects that require the added component of historical background or other archival expertise; and ensure the physical upkeep and continuity of the Archives.

**Requirements:**
Master of Library Science, or Master of Archival Management/ Studies required, with graduate course work in history highly desirable as well as solid foundation in classical music and music history. Prior experience in an archival setting, and ability to work well with a variety of people, including all departments of the institution, each of which have varying degrees of need for historical information. Superior computer skills including use of the Microsoft Office and Internet searching. Well-developed communication skills including prior public speaking experience. Ability to lift up to 40 lbs on a regular basis.

**Salary and Benefits:**
We offer an excellent salary and comprehensive benefits package, in addition to the opportunity to work with a world-renowned Orchestra.

**Application:**
Interested applicants please submit resume with salary requirements to (EOE):

The Cleveland Orchestra  
Attn: Human Resources  
11001 Euclid Avenue  
Cleveland, Ohio 44106  
Fax: 216-791-4166  
[HR@clevelandorchestra.com](mailto:HR@clevelandorchestra.com)

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<thead>
<tr>
<th>Position Title:</th>
<th>Head, Special Formats and Metadata Section</th>
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</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>University of North Carolina at Chapel Hill</td>
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</table>

MLA Job Archives – 2008 | p.70
Location: Chapel Hill, North Carolina

General Information:
The University of North Carolina at Chapel Hill seeks a knowledgeable and service-oriented librarian to head the Special Formats and Metadata Section in the Resource Description and Management Department (RDM). The Special Formats and Metadata Section includes two other librarians and two paraprofessional staff responsible for cataloging a diverse array of materials, including music sound recordings and scores, media resources, theses and dissertations, and cartographic materials. The Head also will provide expertise and guidance in the evaluation and implementation of metadata schemas. This individual will also communicate with technical services staff in E-Resources and Serials Management and Special Collections to help develop, articulate, and maintain shared policies and metadata standards that will advance the integration of access to all library holdings. Cataloging is done using OCLC's Connexion Client and the library's Innovative Interfaces local system. The position is located in Davis Library and reports to the Head of Resource Description and Management. The Head of Special Formats and Metadata Section works in a collegial environment of cataloging specialists, and catalogers at the UNC Libraries contribute national-level cataloging through NACO, BIBCO, and other PCC programs.

The University and The Libraries
The University of North Carolina at Chapel Hill is the country's oldest state university. UNC-Chapel Hill has an enrollment of approximately 27,000 students, employs more than 3,100 faculty, offers 77 doctoral degrees as well as professional degrees in dentistry, medicine, pharmacy and law, and the Library collections include over 6 million volumes. The Library is a member of the Association of Research Libraries, the Center for Research Libraries, and SOLINET. Together with the Health Sciences and Law libraries at Chapel Hill plus the libraries at Duke University, North Carolina Central University, and North Carolina State University, the members of the Triangle Research Libraries Network (TRLN) provide services and collections to their students, faculty, and staff in support of the education, research, and service missions of the universities.

The Region
The Triangle region is one of the most desirable places to live and work in North America and offers its residents a wide array of recreational, cultural, and intellectual activities. The mountains or the seashore are less than half day's drive from Chapel Hill.

Responsibilities:
The Head of the Special Formats and Metadata Section: supervises the work of the Special Formats and Metadata Section; develops and maintains a working knowledge of primary metadata schemas in use at the UNC Libraries; keeps abreast of emerging metadata standards and issues; takes a leadership role in the department and across the library in assessment, coordination, and implementation of non-MARC metadata schemas; evaluates and takes the lead, as appropriate, in special cataloging projects.

Qualifications:
Required:
ALA-accredited MLS. Two years of experience in an academic or research library.
setting. Cataloging experience and working knowledge of online library systems, AACR2R, LCRI, LCSH, MARC21 formats, and authority control. Experience supervising full-time staff. Working knowledge of one or more non-MARC metadata formats, especially Dublin Core, MODS, OAI, VRA Core. Excellent oral and written communication skills. Effective organizational and interpersonal skills. Demonstrated ability to work collaboratively to set priorities and accomplish goals. Commitment to a high level of service to faculty, staff, and students. Commitment to professional participation in areas relevant to the position.

**Preferred:**
Cataloging experience in one or more of the following specialized areas: music materials, media resources, cartographic materials, and/or theses. Familiarity with: Innovative's Millennium system; NACO, BIBCO or other PCC programs; electronic cataloging support tools, such as Classification Web and Cataloger’s Desktop. Reading knowledge of one or more European or Asian languages.

**Salary and Benefits:**
This is a twelve-month academic librarian appointment; salary is commensurate with qualifications and experience. Standard state benefits of annual leave, sick leave, and State or optional retirement plan. At the University of North Carolina at Chapel Hill, librarians enjoy the benefit of academic status and are members of the faculty council.

**Deadline:**
Review of applications will begin on June 2, 2008. Applications will be accepted until the position is filled, but preference will be given to applications received by the begin review date.

**Application:**
Please visit [https://s4.its.unc.edu/RAMS4/searchCriteria.do?type=N](https://s4.its.unc.edu/RAMS4/searchCriteria.do?type=N) and complete the online application. Be sure to include a cover letter, a resume and the name, mailing address, email address, and telephone number of three professional references.

The University of North Carolina is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff.

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**Position Title:** Reference and Media Librarian

**Institution:** Fairfield University

**Location:** Fairfield, Connecticut

**General Information:** Academic library invites applications from creative, flexible, self-motivated librarians with strong public services commitment and a vision and enthusiasm for the future of electronic technologies to join collegial team. The successful candidate will be hired at the Librarian I level. This position covers weekday evening hours, with a planned schedule of 1-9 pm Mon-Thurs and 10-6 on Friday.
The position may include occasional weekend hours.

**CAMPUS AND LIBRARY:**
Fairfield University is a highly selective, independent, small comprehensive Jesuit university located in a suburb 50 miles outside of New York City. DiMenna-Nyselius Library has 350,000 volumes in a state-of-the-art building.

**Responsibilities:** Coordinates the use of media materials in the Library. Develops the media collection through the evaluation and selection of materials. Oversees the maintenance of the Library’s media equipment. Provides Reference Desk coverage. Participates in the Library Liaison program. Participates in the Library Instruction program.

**Requirements:** MLS from ALA accredited program. One or more years professional academic reference department experience. Knowledge of trends and developments in media, characteristics of media formats, and equipment and technologies for delivery. Knowledge of music, film, video, and television genres. Demonstrated ability to communicate, both orally and in writing, to a variety of audiences.

Highly Desirable: Second Master’s degree.

**Deadline:** Preference given to applications received by June 13.

**Application:** Submit letter of application, resume, and telephone numbers/e-mail addresses of three references to:

Christina McGowan
Head Reference Librarian
Fairfield University
Fairfield, CT
06824-5195,

or directed electronically to cmcgowan@mail.fairfield.edu.

Fairfield University is an Equal Opportunity/Affirmative Action Employer. Fairfield strongly encourages applications from women and minorities.

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**Position Title:** Assistant or Associate Professor, Library

**Institution:** Iowa State University

**Location:** Ames, Iowa
Required Qualifications:

- MLIS (or equivalent) from an ALA-accredited program.
- Degree or significant coursework in one of the fields listed above OR equivalent library experience in reference, instruction, and/or collection management.
- Strong commitment to public services.
- Demonstrated abilities in leadership, initiative and collegiality.
- Ability to work effectively with all levels of university clientele in a collaborative and changing environment.
- Excellent presentation and communication skills.
- Ability to meet promotion and tenure requirements (including potential in meeting the standard of excellence in scholarship)
- Eligible to work in the United States

ASSOCIATE PROFESSOR:

In addition to the assistant professor qualifications, a record of recognized published scholarship, strong record of academic librarianship, and a demonstrated national reputation.

Preferred Qualifications:

- MA, MFA, or PhD in one of the fields listed above.
- Experience in reference, instruction, and/or managing research library collections in an academic library setting.
- Coursework or experience with delivering services and content through technology.

Salary and Appointment:

Salary commensurate with qualifications and experience

Tenure-track, 12-month, full-time

Deadline:

To ensure consideration, submit application by 6-30-2008.

Application:

All interested, qualified persons must apply for this position by clicking “Apply for this Vacancy” and completing the Employment application. Attach the following:

1. your letter of application
2. vitae
3. names, addresses, e-mail addresses and telephone numbers of three references.

If you have questions about this vacancy, please email Chair, Social Sciences & Humanities Librarian Search Committee, Iowa State University Library at deansoffice@lib.iastate.edu
**Position Title:** Music Public Services Librarian  
**Institution:** University of Wisconsin - Madison  
**Location:** Madison, Wisconsin  
**General Information:** Position Vacancy Listing  
PVL# 59197  

**Official title:**  
ACADEMIC LIBRARIAN(R04DN) or ASSOC ACAD LIBRARIAN(R04FN)  

**Degree and area of specialization:**  
MLS from an ALA accredited program.  

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

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

**Principal Duties:**  
The Mills Music Library is seeking an energetic, outgoing and knowledgeable person to provide quality reference and public services. The Music Public Services Librarian serves as principal music and dance reference librarian, including research service with special collections; assists with instruction, research training and liaison/outreach initiatives; responsible for selected areas of collection development; evaluates and assists with implementation of services using...
emerging technology.

This position requires one evening per week and participation in weekend rotation.

**Required Qualifications:**

- Significant coursework and/or experience in music.
- Knowledge of music literature and music reference sources.
- Demonstrated commitment to providing high quality customer service.
- Excellent oral and written communication skills.
- Demonstrated ability to work independently and collaboratively in a rapidly changing environment.
- Demonstrated ability to effectively manage multiple projects and priorities.

**Preferred Qualifications:**

- Graduate degree in music.
- Two or more years experience in reference and instruction in an academic or specialized library.
- Collection development experience.
- Experience with course management systems.
- Experience with creating web-based subject and search guides.
- Experience in teaching and outreach programs such as class lectures, presentations, and exhibits.
- Knowledge of dance.

**Salary and Benefits:**

**Full time salary rate:**
Minimum $40,927 ANNUAL (12 months)
Depending on Qualifications

**Term:**
This is a renewable appointment.
Appointment percent: 100%

**Deadline:**
To ensure consideration, application must be received by: JUNE 11, 2008

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

Please send resume and cover letter referring to Position Vacancy Listing #59197 to:
Position Title: Music Cataloging Librarian

Institution: Queens Library

Location: Queens, NY

General Information: The busiest public library system in the U.S. is seeking an outstanding Music Cataloging Librarian.

About Queens Library: Situated in New York City, Queens Library has one of the highest circulations of any library in the world, with 1,700 employees serving a population of 2.2 million people through 63 public libraries in one of the most ethnically diverse counties in the United States. The Library pulses with the multiculturalism and excitement of life in "the greatest city in the world." Queens enjoys 7,000 acres of beautiful parks, 196 miles of waterfront and an excellent mass transit system. Queens has diverse and charming neighborhoods, excellent shopping and a wealth of ethnic eateries and shops reflecting the unique multicultural mosaic that defines Queens.

Responsibilities:
The Cataloging Librarian will be responsible for providing original and complex cataloging for various media and languages. Responsible for maintaining the catalog and authority control records for Queens Library’s system-wide bibliographic support.

Utilizes standards including AACR2, LCSH, DCC in original and complex cataloging and identifies records to copy in Library database. Creates authority records. Conducts database maintenance. Performs other duties as assigned or required to support collection development including training of staff members. Must create two bibliographic records and seven copy records per hour and create authority records as necessary upon completion of training. Record all performance on a daily basis. Create catalog records independently. Utilize excellent time.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required.
management skills to prioritize work in an environment of competing deadlines.

The schedule for this position is Monday to Friday.

Requirements:

ALA-accredited MLS/MLIS required for Librarian; or matriculation in an ALA-accredited MLS/MLIS program required for Trainee. Knowledge of AACR2, DCC, LCSH, OCLC cataloging and MARC bibliographic format, and ILS systems with DRA preferred. Must have the ability to work independently and as part of a team. Previous cataloging experience desirable, especially utilizing DRA and/or OCLC. Must be proficient in MS Office Suite. Must have excellent reading and writing skills in a specific language of the Queens immigrant population. Additionally, must have strong communication skills (both verbal and written) in English at a college graduate-level. A background in music or musicology required. Candidates will be tested on their knowledge in music and for their ability to transliterate if applicable.

Benefits:

Many opportunities exist to experience varied work assignments, diverse career paths, excellent training, professional development and career growth and advancement. In addition to an excellent benefits package, Queens Library offers tuition reimbursement and supports participation in professional organizations including conference attendance. Relocation assistance is also available.

Application:

To Apply: Please send your resume and cover letter to jobs@queenslibrary.org and reference “Music Cataloger” in the subject line. Resumes will only be accepted by email.

Email: jobs@queenslibrary.org
WebSite: www.queenslibrary.org/jobs

Position Title: Cataloging and Metadata Librarian, Assistant or Associate Professor
Institution: Southern Illinois University
Location: Edwardsville, Illinois
Job Description: Reporting to the Director of Technical and Access Services, performs original and complex adaptive cataloging of print and non-print materials, including electronic resources, according to national standards including DCMI. Develops comprehensive bibliographic descriptions, assigns subject headings and classification numbers according to Library of Congress practice, supervises maintenance of metadata for digital resources and related holdings input into OCLC and Voyager. The incumbent will also participate in achieving departmental and library goals and participate in library committees.

University Environment: Southern Illinois University Edwardsville is twenty minutes northeast of St. Louis, Missouri. The University is situated on 2600 acres of rolling land and woods along bluffs, a few miles from the Mississippi River. Serving approximately 13,500
students and with about 80,000 alumni, SIUE has a major impact on a region well known for affordable living and a high quality of life.

Lovejoy Library maintains a collection of more than 1,000,000 volumes and subscribes to more than 19,000 print and digital serials and periodicals. Additional information regarding the Library and University can be found at the website: [http://www.siue.edu/lovejoylibrary/](http://www.siue.edu/lovejoylibrary/)

### Primary Responsibilities:
Perform original and adaptive metadata creation and cataloging in all formats, including serials, utilizing OCLC, CONTENTdm and Voyager, with a focus on serials, non-print and special format materials. Participate in retrospective conversion projects. Resolve database maintenance problems and provide training, direction and support to paraprofessional staff in performing cataloging and maintenance routines. Establish authoritative form for headings according to NACO standards. Maintain knowledge of current cataloging practices and automated bibliographic access. Participate in developing, documenting, and implementing cataloging policies and procedures.

All LIS faculty and staff are responsible for working collaboratively to achieve University and LIS goals and objectives. In addition, faculty members must meet the requirements for tenure and promotion.

### Qualifications Required:
M.L.S. from an A.L.A accredited library school; demonstrated ability to work effectively and collegially in a production-oriented environment; experience with an automated integrated library system; and excellent communication and interpersonal skills as well as a strong service orientation.

### Qualifications Preferred:
Working knowledge of MARC Format for Holdings Data; experience with Voyager; experience with Dublin Core, CONTENTdm, electronic resources, serials cataloging, along with the ability to read music and foreign languages.

### Salary and Appointment:
**SALARY RANGE:**
Negotiable dependent upon credentials and experience, with a minimum salary of $40,000. Excellent fringe benefits.

**TERM OF CONTRACT:**
Assistant or Associate Professor, fiscal year appointment, academic year tenure-track, continuing contract.

### Deadline:
Search ongoing; initial consideration of applications will begin on June 1, 2008. Position will remain open until filled.

### Application:
SUBMIT NOMINATIONS, RESUMES, OR LETTER OF APPLICATION TO:

Dr. Regina McBride, Acting Dean of Library and Information Services  
Catalog and Metadata Librarian Search,  
Southern Illinois University at Edwardsville  
Lovejoy Library, Campus Box 1063
Edwardsville, IL 62026-1063

As an affirmative action employer, SIUE offers equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, or disability. Applications from women and minority groups are especially encouraged.

SIUE is a state university – benefits under state sponsored plans will not be available to holders of F1 or J1 visas.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Reference &amp; Instruction Librarian / Music Specialist</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>DePaul University</td>
</tr>
<tr>
<td>Location:</td>
<td>Chicago, Illinois</td>
</tr>
</tbody>
</table>

**General Information:**
Well known for its reputation for excellence and as the largest Catholic university in the United States, DePaul University has been educating Chicago for over 100 years. DePaul University is a private, comprehensive urban institution of over 20,000 students with six Chicago-area campuses. At DePaul, you'll work in a collaborative environment that lives its values, supports diversity and encourages professional development.

DePaul University Libraries seek an enthusiastic, knowledgeable, and technologically adept librarian to provide reference and instruction services and serve as music specialist to the DePaul community. This position reports to the Coordinator for Reference Services. Outgoing and imaginative candidates are encouraged to apply.

**General Responsibilities:**
Provide general reference and research assistance at a reference desk and virtually for DePaul students, faculty, and staff at the Lincoln Park campus, which serves graduate and undergraduate programs in the Liberal Arts and Sciences, Education, Theater and Music. Participate in collection development and serve as bibliographer for music and other areas as assigned. Serve as music specialist for the Libraries and act with the Music Technology Specialist as liaison to the School of Music. Conduct in-class library instruction and workshops in music and other areas. Participate in user outreach and marketing library services to faculty and students. This position may also have regularly scheduled time each week at one of the suburban campuses. Evening and weekend hours are scheduled on a rotating basis.

**Required Qualifications:**
ALA accredited Master’s degree in Library Science. Relevant experience in academic library reference and instruction, and an undergraduate degree in music or a demonstrably significant academic background in music. Demonstrated knowledge of print and online reference sources and databases. Excellent written and verbal communication and interpersonal skills. A strong service orientation and the ability
to work collegially and productively with diverse groups in an urban academic setting. Ability to adapt to rapidly changing technologies and environments.

**Preferred Qualifications:**
Familiarity with information technology and research tools in an academic library environment, including web-based instructional technology. Second master's degree or pursuit of a unified program of study in a subject field beyond the MLS.

**Salary and Benefits:**
DePaul offers comprehensive and competitive pay and benefits to attract and retain talented individuals to further our mission.

**Application:**
Please apply at [https://hr.depaul.edu/Careers/Jobs/opportunities.html](https://hr.depaul.edu/Careers/Jobs/opportunities.html) (Job requisition # 15522)

In addition to applying at this site, please send letter of application and resume to:
Chris Hoeppner
Associate Director of Libraries
DePaul University
2350 N. Kenmore
Chicago, IL 60614
choeppner@depaul.edu

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**Position Title:** Music and Media Reference Librarian

**Institution:** Tulane University

**Location:** New Orleans, Louisiana

**Environment:** Tulane University is an AAU/Carnegie Research I institution with its main campus located in picturesque uptown New Orleans. The Howard-Tilton Memorial Library is the university’s main library, which is an ARL research collection supporting programs in the humanities, social sciences, and the sciences. Recently, the library has been reorganizing, building its collections, and developing an architectural plan for expanded library facilities. During this period of dynamic change, the library seeks to build its professional staff by recruiting talented, energetic librarians interested in participating in the recovery of Tulane and New Orleans. For more information, see:

[http://library.tulane.edu](http://library.tulane.edu)
[http://www.tulane.edu/~music/](http://www.tulane.edu/~music/)

**Responsibilities:**
The Music and Media Reference Librarian is a creative professional who participates in recovery tasks, including the reintegration of restored music materials into our collections and the replacement of items unable to be restored. The librarian develops new music and media collections in both digital and print formats; acts as
bibliographer and liaison to the Music Department, providing the department with reference and instructional services; and works closely with a full-time Media Specialist who oversees the day-to-day running of the library’s Music & Media facility. The librarian manages the development of a growing collection of videorecordings and other media which supports the university curriculum, including a Film Studies program within the Department of Communication. He or she develops a dynamic vision for the library’s music and media collections, following national trends, current research, and the latest practices in the field. Reporting to the Director of Public Services, the Music and Media Reference Librarian participates in committee service within the library; and through professional activity helps to advocate for the interests of librarians at Tulane and throughout the profession. The librarian may share reference duties with other librarians at a central Reference and Information Desk including some evening and weekend duty; and participate in the library’s instruction program.

Requirements:
ALA accredited MLS; degree or significant background in music; knowledge of music bibliography as evidenced by course work or experience; 2 or more years experience in reference and instruction in an academic library; knowledge of trends in music and media librarianship including emerging digital formats; familiarity with copyright, licensing and preservation issues; potential for leadership in a collaborative setting; effective communication and teaching skills; enthusiasm for an innovative and changing environment; willingness to participate in professional development and in the shared governance of the library and the university.

Preferred:
Advanced degree in music or musicology; interest or experience in film and media studies; post-MLS experience in an academic library; collection development experience; demonstrated skill in library instruction.

Compensation:
Salary is commensurate with qualifications and experience. Librarians are academic appointees and carry the rank of Librarian I, II, III, or IV. Librarians receive the benefits of faculty members.

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

Application:
To apply, qualified candidates send a letter of application, c.v., and contact information for three professional references via email to Andrea Bacino, abacino@tulane.edu, or mail to:
Andrea Bacino
Tulane University
Howard-Tilton Memorial Library
7001 Freret St. 2nd floor
New Orleans LA 70118

Tulane University is an AA/EO/ADA Employer
<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Jazz Archivist - 2 Year Appointment</th>
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<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>Duke University</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Durham, North Carolina</td>
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<tr>
<td><strong>General Information:</strong></td>
<td>Enhances the access to and promotes use of jazz collections in the Rare Book Manuscript, and Special Collections Library (RBMSCL). This position also helps plan future directions for the Library’s jazz collections in close consultation with Library staff, faculty, and campus leaders.</td>
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<tr>
<td><strong>Environment:</strong></td>
<td>The Duke University Libraries are the shared center of the university's intellectual life, connecting people and ideas. The William R. Perkins Library, its branches (Lilly, Music, Biological and Environmental Sciences, Marine Laboratory in Beaufort, and the Rare Book, Manuscript, and Special Collections Library) and the separately administered libraries serving the schools of Business, Divinity, Law, and Medicine, comprise one of the nation's top ten private university library systems. Duke is a member of the Triangle Research Libraries Network, which promotes collaboration in the areas of collection development and management, access services, information technology and human resources among the libraries of Duke University, the University of North Carolina-Chapel Hill, North Carolina Central University, and North Carolina State University. Duke University and Durham are located in the Research Triangle, a region that encompasses one of the nation's premier concentrations of academic, corporate, and public research. The Triangle region is rated among the most desirable areas in North America to live and work and has been identified by Money magazine as one of the &quot;Best Places to Live&quot; in the U.S.</td>
</tr>
</tbody>
</table>
| **Responsibilities:** | - Assesses existing jazz holdings of the RBMSCL; analyzes collections to determine their organization, arrangement, preservation and description needs; implements appropriate processing procedures; prepares descriptive tools for collections; and encodes texts of finding aids for the Web  
  - Drafts preservation and access plans for audio-visuals materials in the jazz collections, including researching equipment needs and makes outsourcing recommendations working in cooperation with the Library Preservation Officer  
  - Works with Research Services staff and relevant academic departments to promote use of RBMSCL jazz holdings  
  - Collaborates with RBMSCL Collection Development and Technical Services staff on the acquisition and accessioning of jazz materials  
  - Assists with planning future directions for the Library’s archival jazz collections and works with appropriate Library staff, faculty, and campus leaders to recommend resources needed to sustain such a program  
  - Participates in the weekend and holiday rotation of RBMSCL public services |
- Performs special projects and other duties as assigned

**Supervisory Responsibilities**

- May supervise interns and/or student assistants

**Qualifications:**

It is the expectation that all Duke University Library staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity.

**Education**

Required: ALA-accredited MLS or advanced degree in history, cultural studies, or a related field

Preferred: Coursework in music and jazz-related curriculum.

**Experience**

Required: Working knowledge of standard archival procedures typically acquired through one year or less of performing archival processing; familiarity with music archives and special collections; knowledge of media lifespan, storage requirements, and reformatting options; excellent interpersonal, oral and written communication skills; ability to relate well to donors and vendors; ability to work independently and as a member of a team; attention to detail.

Preferred: Prior experience working in an academic research library, particularly with archival music collections; experience using Encoded Archival Description; working knowledge of computer-based technology in libraries, including the use of an integrated library system.

**Working Conditions:**

- Must be able to lift 30 pounds and unpack, shelve and shift large quantities of library materials
- Must be able to work in an environment in which exposure to materials containing dust and mold is possible
- Frequent bending, crouching, stooping
- Normal office environment
- Occasional weekend shifts required
- Occasional travel required

These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a
Salary and rank dependent on qualifications and experience. Comprehensive benefits package includes 20 days vacation, 13 holidays, 12 days sick leave; health, dental, disability and life insurance and support for professional development and training.

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

Application: Send cover letter, detailed resume and the names, addresses (mailing and e-mail), and telephone numbers of three references to:

Teresa Tillman
Library Human Resources
at library-jobs@duke.edu.

Please include JAZZ in the subject line.

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

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Position Title: Music Librarian
Institution: Chapman University
Location: Orange, California

Description
The Music Librarian provides research assistance, reference assistance, library instruction, and collects, acquires, and catalogs music materials to develop the M. Douglas Library of Music in the Leatherby Libraries and the Hall Music Listening Library in the Conservatory of Music. Additional responsibilities include: serving as librarian liaison to the Conservatory of Music; participating in digitization projects of music related materials; creating music related bibliographies, finding aids, brochures and displays; maintaining familiarity with audio technology systems and keeping abreast of the literature in the field of music; cataloging scores and sound recordings; training and supervising student and/or staff; participation in general librarian committees, and other duties as assigned.

Chapman University is the largest independent university in Orange County and is comprised of six schools and colleges: the George L. Argyros School of Business and Economics, School of Education, Dodge College of Film and Media Arts, School of...
Law, College of Performing Arts and Wilkinson College of Letters and Sciences. Nationally, Chapman is recognized for its selectivity and value among the top comprehensive universities in the Western U.S. Chapman is ranked in the top-tier of western region masters universities in U.S. News & World Report: America’s Best Colleges. In keeping pace with student excellence, we are committed to providing the best facilities and technology available.

**Requirements:**

- ALA accredited M.L.S./M.L.I.S. in addition to an Undergraduate or Graduate degree in Music or equivalent combination of education and experience in music.
- Demonstrated knowledge of music resources. Academic library experience. Ability to read music. Familiarity with a variety of research methods to include demonstrating knowledge of print and online reference sources and databases.

**Desired:**

- Experience in music librarianship, preferably in a higher education institution.
- Supervisory experience. Ability to catalog scores, sound recordings, and participate in digitization of music related projects. Knowledge of a European language such as German, Italian or French.

**Application:**

For additional information about Chapman University and to apply online, please visit [www.chapman.edu/jobs](http://www.chapman.edu/jobs) or submit resume and salary history for Job No. 80-08 to:

Chapman University
Human Resources
One University Drive
Orange, CA 92866.

Successful completion of criminal background check required for final candidate.

Chapman University is an equal opportunity employer.

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**Position Title:** Librarian, Mendel Music Library  
**Institution:** Princeton University  
**Location:** Princeton, New Jersey  
**General Information:** The Princeton University Library, one of the world's most respected research institutions, serves a diverse community of 7,200 students and 1,100 faculty members, with more than 6 million printed volumes, 5 million manuscripts, and 2 million nonprint items. The holdings in its central library and 9 specialized libraries range from ancient papyri and incunabula to the most advanced electronic databases and digital collections. The Library employs a dedicated and knowledgeable staff of more than 300 professional and support personnel,
complemented by a large student and hourly workforce. More information can be found at the Library's Web site: http://libweb.princeton.edu.

Available: Immediately

Responsibilities:
Princeton University Library invites nominations and applications for the position of Librarian, Mendel Music Library. The successful candidate will be responsible for directing the Mendel Music Library located in the Woolworth Center, home to Princeton’s Department of Music, and supervising its staff of three collections assistants and a large complement of student workers. The Mendel Library is one of nine specialized libraries on campus, and the successful candidate would join a community of approximately 80 professional librarians, 50 professional specialists and administrative staff, and 200 support staff. The Mendel Library, which includes an audio listening room, maintains a collection of 65,000 monographs, 60,000 scores, 94,000 sound recordings, 765 subscriptions, 18,000 microfilm titles, and has a growing collection 3,000 video recordings and DVDs. It also provides access to an extensive collection of electronic resources, including digital sheet music and streaming audio collections and databases. The Library serves the students, faculty, and visiting researchers associated with the two concentrations – composition and musicology – within the Department of Music, and its Program in Musical Performance. The Library helps support Princeton’s Program in Theater and Dance and serves the broader campus community interested in music and performance.

The Librarian oversees all aspects of the Mendel Music Library, including collection development and preservation; reference and research consultation; course reserves, user education; and strategic planning. The Librarian is expected to further advance the introduction of digital technology, including the creation of Web-based research tools. The Librarian works collaboratively with humanities and area studies librarians to develop collections in the performing arts, and with staff in the Humanities Resource Center and New Media Center to ensure that video and audio files are available to students for courses and oversees the carrels and study center for musicology graduate students. Collaborating with other Princeton University Library staff, the Librarian contributes to campus-wide library projects and initiatives. This librarian represents Princeton in the relevant regional, national, and international professional and scholarly organizations. This position reports to the Deputy University Librarian.

Qualifications Required:
An ALA-accredited masters of Library Science or equivalent combination of education and professional library experience; ability to provide leadership and direction in a research library, as demonstrated by supervisory, planning, and problem-solving experience; in-depth knowledge of music literature and music reference sources; demonstrated understanding of current developments in information and music librarianship; demonstrated ability to work cooperatively with others and to foster teamwork; effective oral and written communication skills; knowledge of at least one modern European language, preferably German, French, or Italian.

Qualifications
Graduate degree in music
Preferred:

| Compensation and Benefits: | Compensation will be competitive and commensurate with experience and accomplishments. Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, disability insurance, and other benefits are available. |
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| Deadline: | Review of applications will begin immediately and will continue until the position is filled. |
| Nominations and Applications: | Nominations and applications (cover letter, resume and the names, titles, addresses and phone numbers of three references) will be accepted only from the Jobs at Princeton website: [http://www.princeton.edu/jobs](http://www.princeton.edu/jobs). |

| Position Title: | Head of Music Library |
| Institution: | University of Southern California |
| Location: | Los Angeles, California |
| Position Summary: | The University of Southern California (USC) Libraries seek an innovative and knowledgeable Head of the Music Library. The successful candidate will work collaboratively with other librarians and staff to provide music resources and library services to the students, faculty and staff of the Thornton School of Music. The Head of the Music Library provides high levels of customer service, fosters information literacy, and builds a rich collection of electronic and print materials. |
| General Information: | THE UNIVERSITY OF SOUTHERN CALIFORNIA

Founded in 1879, USC is an international center of learning, enrolling more than 33,000 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School, and 16 professional schools. It ranks in the top ten among private research universities in the United States in federally funded research and in voluntary support. USC is one of only four private research universities in the western United States elected to membership in the Association of American Universities, a group that represents the top one percent of the nation’s accredited universities and which accounts for nearly two-thirds of all federally sponsored research.

USC LIBRARIES

The USC Libraries house, in Doheny Memorial Library and fourteen specialized libraries, collections of nearly 4,000,000 volumes, over 6,200,000 microforms, 3,100,000 graphic materials, and nearly 47,500 linear feet of manuscripts and archives. USC Libraries subscribe to over 60,000 serials in print and electronic formats. In addition, the USC Libraries’ Digital Archive contains more than 193,000 records and 224,000 content files in various formats. The USC Libraries’ |
organization comprises 190 staff and 62 librarians. Annual reference transactions number more than 61,000, with approximately 1100 instructional sessions being presented each year to 16,700 participants. Information on each of the USC Libraries is available at http://www.usc.edu/libraries/locations.

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

**MUSIC LIBRARY**

The Music Library, located in Doheny Memorial Library, holds books and current music serials, music scores including collected works of individual composers, critical editions, and historical collections, sound recordings and videos in a variety of formats, and provides access to electronic books, journals, and databases including: RILM, RIPM, RISM, New Grove Online, Classical Music Library, Classical Scores Library, Sheet Music Now, Naxos Classical and Jazz, Smithsonian Global Sound, Database of Recorded American Music, African American Song, and Early English Books Online. The Music Library also maintains materials in Special Collections and the University Archives. For more information about the Music Library, see http://www.usc.edu/libraries/subjects/music/.

**THORNTON SCHOOL OF MUSIC**

The Music Library supports the research and performance needs of the world-renowned Flora L. Thornton School of Music’s academic, performance, and industry programs. Founded in 1884, the Thornton School provides a diverse cultural environment where students are offered instruction in virtually all professional and scholarly branches of music. It consistently ranks among the top one percent of the nation’s music schools and conservatories. The programmatic diversity of the Thornton School requires proactive outreach and communication by the Head of the Music Library with faculty and the Thornton Library Committee. For more information on the Thornton School of Music, see http://www.usc.edu/music.

The Head of the Music Library reports to the portfolio Director and interacts extensively with personnel responsible for outreach, reference, instruction, and collection development and management. Core responsibilities and duties include providing inperson and virtual reference services (including general reference) and instruction; developing a rich collection of electronic and print materials to support Thornton School of Music’s teaching and research; managing donations; providing outreach to students, faculty and staff; and liaising with the Polish Music Center. The Head of the Music Library also supervises all staff allocated to the Music Library.

The successful candidate is expected to be actively involved in relevant professional activities.
Qualifications:

Required:
MLS from an ALA-accredited program (or international equivalent), and a Bachelor’s degree in music. At least two years’ experience in an academic or research library, including reference, instruction, and collection development experience; familiarity with the latest technology and trends in the field of music librarianship. This position requires strong customer-service orientation; ability to interact effectively with faculty, students, and staff from diverse cultural backgrounds; the ability to work closely with faculty in support of their research and instructional needs; the ability to manage multiple priorities and meet deadlines; demonstrated knowledge of emerging digital audio formats with respect to preservation and access; demonstrated ability to work collaboratively; and excellent oral and written communication skills. The successful candidate will have to demonstrate an interest and involvement in providing contributions to the field of academic music librarianship.

Preferred:
Advanced graduate degree in music-related field; familiarity with music copyright and licensing issues; significant experience with music performance or composition; foreign language abilities; experience in project management; and outreach experience with faculty and students.

Appointment Rank/Salary:
Librarian II or III: Continuing appointment rank and salary commensurate with experience and qualifications, minimum starting salary $50,000.

Librarians at USC have faculty status. Appointment to the Continuing Appointment track requires the potential to meet the University’s requirements for the granting of continuing appointment, which in turn requires demonstrated excellence in librarianship and substantive and continuing contributions to the profession.

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

Deadline:
Closing Date for Applications: August 31, 2008

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

Nannette Edelman
libfacjobs@usc.edu
Subject: Search Committee #245
USC Libraries
University of Southern California

For more information on this position, contact Sophie Lesinska, Chair, Head of Music Library Search Committee, at lesinska@usc.edu
The University of Southern California values diversity and is committed to equal opportunity in employment. USC is an EO/AA employer.

Position Title: Music Librarian  
Institution: Centenary College of Louisiana  
Location: Shreveport, Louisiana

General Information: Centenary College of Louisiana invites applications and nominations for a full-time, non-tenure-track position as the Director of the Hurley School of Music Library. This initial appointment will be for one year. The Director serves as liaison between the School of Music and the College’s Magale Library and is a teaching member of the School of Music.

The Institution: Centenary College (www.centenary.edu) is a selective liberal arts institution, with a student/faculty ratio of 12 to 1, and is a member of the Associated Colleges of the South (www.acs.org). The college has a $100 million endowment and is located in a metropolitan area with a population of more than 350,000.

The Music School and Library: The Hurley School of Music, with an enrollment of 65 music majors, is an important cultural resource for a three-state region. The site of the international Nena Plant Wideman Piano competition and two important preparatory programs in piano and strings, the School of Music has a close working relationship with a number of community musical organizations, including the Shreveport Symphony, Shreveport Opera, and the Baroque Artists of Shreveport.

The Hurley School of Music Library is an independent unit budgeted and operated by both the music unit and the College’s main library unit, the Magale Library. With an annual acquisition budget in excess of $8,000, the Hurley music library is the only music library in the Arkansas-Louisiana-Texas (Ark-La-Tex) region. The music library holds scores and a comprehensive reference collection. Music monographs and most journals are located in the proximate Magale Library. More information about the School of Music and its music library can be found at www.centenary.edu/music.

Responsibilities: Responsibilities for the position include oversight and management of all materials and services of the Hurley School of Music Library, including providing research and reference assistance, acquisition and cataloging of new materials for the collection and supervision of the staff of student workers. Between 25% and 50% of the duties may include teaching responsibilities in the School of Music. The appointment will begin in the fall of 2008.

Qualifications: Master of Music, Master of Library Science or Information Studies, or a closely
related degree required. Experience as a music librarian preferred. The College recognizes that diversity is essential to its goal of providing an educational environment where students explore the unfamiliar, invent new approaches to understanding, and connect their work and lives to the world at large. We thus welcome applicants who would add to the college's diversity of ideas, beliefs, experiences, and cultural backgrounds.

Deadline: Review of applications begins immediately.

Application: Address applications to:

Dr. Gale J. Odom
Dean, Hurley School of Music
Centenary College of Louisiana
Shreveport, Louisiana 71134-1188.

hr@centenary.edu

fax: 318-869-5281

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Position Title: Director of Library and Archives

Institution: Rock and Roll Hall of Fame and Museum

Location: Cleveland, Ohio

General Information: The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Director of Library and Archives. The Director of Library and Archives reports to the Vice President of Exhibitions and Curatorial Affairs and is responsible for managing the Rock and Roll Hall of Fame Archives and Library, which will contain specialized research material relating to the history, music, and business of Rock and Roll.

Responsibilities:

1. Executes the Mission of the Rock and Roll Hall of Fame Archives and Library.

The archives and library's mission is to collect, preserve, and make accessible historical materials concerning the history, music, and business of Rock and Roll in a safe and secure environment. The archives and library provides access to their material following standard archival and library procedures that is suitable for scholars, students, and music fans from around the world to help them understand the roots of rock music and the impact that it has made in our society.
2. Provides vision and leadership to develop and maintain a new program and facility for the Rock and Roll Archives and Library as construction is completed and the archives and library takes its place as the premier institution to provide research resources on Rock and Roll for scholars, students, and music fans.

3. Represents the Archives and Library in discussions with the Museum and Foundation in discussions regarding policy and budget. Maintains confidentiality.
   - Monitors, analyzes, evaluates, and communicates staffing, space, equipment, and fiscal needs of the archives and library.
   - Serves as a resource person and advocate for topics relating to or affecting the archives and library including problems affecting the unit.

4. Establishes and develops all facets of Archives/Library operations
   - Develops and carries out day-to-day archives/library practices, policies and procedures and directs the work of others regarding the physical plant, acquisition, arrangement and description (cataloging), preservation and holdings maintenance, reference, records management, technology, security, and outreach.
   - Manages long range planning for facilities, archival and library practices, technology, preservation, security, maintenance, outreach, and collaboration with other institutions.
   - Consults with the entire Archives and Library staff and Museum’s curatorial staff to determine departmental needs.
   - Develops the budget, monitors monthly financial report. Prepares quarterly and or annual reports.
   - Supervises and directs the activities of staff and Interns.
   - Initiates projects requiring outside funding and participates in fundraising or grant writing activities.
   - Develops outreach with Cuyahoga Community College (Tri-C) and the community at large in collaboration with the Rock and Roll Museum Education Department.

5. Oversees collection of original historical documents and reference material according to the Collection Policy.
   - Establishes policies and procedures for new acquisitions.
   - Supervise all aspects of acquisitions.
   - Determine the research value of the documents or library materials offered to the Archives and Library in collaboration with the Archivist and Library Assistant and accepts donation of material that fits the mission of the organization according to the Collection Policy.
   - Work with donors to secure materials in collaboration with Museum and Rock and Roll Hall of Fame Foundation.
   - Collects secondary resources to supplement research for archives
and library patrons.

- Directs staff to engage in proactive documentation on Rock and Roll.

6. Determines needs for collection management system and supervises implementation in collaboration with technical staff.

7. Represents the Rock and Roll Archives and Library at relevant professional forums. Attends local, national, and international professional meetings when appropriate and establishes and maintains liaison with other institutions.

8. Represents the Rock and Roll Archives and Library to the general public and to the scholarly community at large.

9. Researches and writes lectures and publishable works on Rock and Roll history, music, or the business of Rock and Roll for both the general public and the scholarly community as appropriate.

Duties include but may not be limited to the above.

**Job Requirements and Qualifications:**

- Master’s degree in Archival Management, History, Library Science, or related field
- A minimum of ten (10) years professional archival experience, including strong supervisory experience
- Strong background in collection development, research and writing
- Knowledge of Rock and Roll and its related music forms is highly desirable.
- Expert in best practice for archival concepts and procedures
- Familiar with library concepts and practices
- Outstanding team orientation, flexibility, and ability to work both independently and collaboratively in a public service environment.
- Possess outstanding verbal and written communication skills, organizational skills and interpersonal skills
- A strong background in professional organizations and continuing education in archives and libraries preferred
- Detail oriented with ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently
- Computer literate in standard office management software: Microsoft Products and Excel
- Ability to interact with museum colleagues, archives and library colleagues, donors, the general public, with academics, students, scholars, historians and writers
- Ability to successfully pass a Rock and Roll Hall of Fame and Museum reference check, background investigation and drug screening.

**Work Schedule:**

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

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

Rock and Roll Hall of Fame and Museum
1100 Rock and Roll Boulevard
Cleveland, OH 44114-1022
Attn: Human Resources – Director of Library and Archives

Or email hr@rockhall.org or fax to: (216) 515-1998.

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

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<tr>
<th>Position Title:</th>
<th>Music Special Collections Librarian (Tenure-track Position)</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>University of Colorado at Boulder</td>
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<tr>
<td>Location:</td>
<td>Boulder, Colorado</td>
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</tbody>
</table>

General Information:
The University of Colorado at Boulder Libraries invites applications from motivated and innovative librarians for the position of Music Special Collections Librarian. As one of the largest music libraries in the Rocky Mountain region, the Howard B. Waltz Music Library is committed to developing its special collections, including the holdings of the American Music Research Center (AMRC). The Waltz Music Library is one of five branch libraries on the University of Colorado at Boulder campus.

The Music Special Collections Librarian is a tenure-stream faculty position reporting to the faculty director of the Waltz Music Library. This position is primarily responsible for overseeing the special and archival collections of the Music Library, including the American Music Research Center. The AMRC Collections are wide-ranging and include significant collections of American sheet music, early American tunebooks and hymnals, and archival collections focusing on music and musicians of Colorado and the region. Duties include assisting researchers with the collections; providing access to the materials; coordinating digital projects utilizing the collections; and various collection development and donor relations responsibilities.

Requirements:
Master's degree from an ALA-accredited library school prior to the date of appointment or equivalent; coursework or experience in special collections or archives; an undergraduate degree in music; effective oral and written communication skills; potential for scholarly activity, creative work, and service.

Desirable Qualifications:
The following qualifications are highly desirable: academic library experience in special collections or archives; experience with creating or maintaining digital libraries
of images (scores, photos, etc.) and/or audio formats; experience creating finding aids, collection guides, metadata, and EAD markup; experience with grant writing; digitization project administration; experience with advisory boards; a graduate degree in music; evidence of scholarly and creative work and professional service. The following are desirable: experience in an academic library; formal training in archival management or special collections librarianship; public service experience (especially reference and instruction); supervisory experience.

**Appointment and Salary:**
The successful candidate will be appointed as a full-time (12 month) tenure-stream faculty member. Depending upon professional experience and demonstrated accomplishments in scholarly activity, creative work, and service, appointment may be at the senior instructor, assistant professor, or associate professor level. The salary range is $50,000 to $55,000. Benefits include 22 working days of vacation, ten paid holidays, liberal sick leave, university group health care plans, group life insurance, TIAA/CREF retirement/annuity, and support for scholarly/professional activities. Tenured librarians are eligible for sabbatical leave.

**Deadline:**
Review of applications will begin immediately and continue until the position is filled. Preference will be given to applications received by August 29, 2008.

**Application Process:**
Application must be made online at www.jobsatcu.com, referring to posting number 804462, and must include a letter of application specifically addressing qualifications for the position; CV or resume; and names with postal addresses, email, and telephone numbers of three references. Questions may be directed to Dylan Wiersma, Search Coordinator, at Dylan.Wiersma@colorado.edu. The full position description can be viewed at http://ucblibraries.colorado.edu/about/jobmusic.htm.

The candidate selected for this position must be able to meet eligibility requirements to work in the U.S. at the time the appointment is scheduled to begin. The University of Colorado at Boulder is committed to diversity and equality in education and employment. In addition, the University of Colorado at Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and, when appropriate, a financial and/or motor vehicle history.
the Music Department. As a member of the reference team, provide general reference and information services and serve as research and instruction and collections liaison to additional assigned departments. Set policies for providing services to Bowdoin Summer Music Festival faculty in coordination with Festival Director.

Founded in 1794, Bowdoin College is a highly competitive liberal arts college of 1716 students, located in mid-coastal Maine, 30 miles northeast of Portland and 2-1/2 hours northeast of Boston. Visit the library website at http://library.bowdoin.edu.

**Education and Skills:**

**Required:**
Master's degree from ALA-accredited library program; outstanding planning, organizational, managerial, project management, and analytical skills; thorough knowledge of the discipline of Music, music cataloging practices and standards, trends in music pedagogy, music collection development, and the use of technology to enhance collection access; strong commitment to quality public services; strong computer skills and demonstrated ability in the use of a broad range of digital reference resources; effective written and oral communication skills, interpersonal, supervisory and creative problem-solving skills, and the ability to work in a team environment.

**Strongly Preferred:**
Advanced degree in Music and concentration in music librarianship

**Preferred:**
Reading knowledge of at least one foreign language.

**Experience:**

**Required:**
Two or more years experience as a post-MLS librarian with demonstrated ability to provide quality reference service and successful individual and group instruction; demonstrated managerial and supervisory experience (will supervise a large number of student employees); experience with an integrated library system with preference for Innovative Interfaces system and applications of web technologies to music librarianship.

**Preferred:**
Experience managing a music or fine arts library; academic library experience.

**Salary and Benefits:**
Competitive salary and benefits.

**Deadline:**
Applications accepted until position is filled with first consideration given to applications received by August 11, 2008.

**Application:**
To apply, please visit https://careers.bowdoin.edu and complete an online application for the position. Paper or emailed applications for this position will not be accepted. If you have any questions about this process, please call 207-725-3923 or email careers@bowdoin.edu.

Bowdoin College is committed to equality through affirmative action and is an equal
opportunity employer. We encourage inquiries from candidates who will enrich and contribute to the cultural and ethnic diversity of our College. Bowdoin College does not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin, or disability status in employment, or in our education programs.

Position Title: Librarian
Institution: Florida West Coast Symphony
Location: Sarasota, Florida

General Overview: The Florida West Coast Symphony, located on Sarasota Bay, currently has a 37-week season and a $7 million budget. The Orchestra performs at their home in Holley Hall, where the library is located, as well as other venues. Currently the Symphony employs a core of 41 musicians and approximately 45 per service musicians. The musicians are represented by AFM Local 427-721. FWCS operates a significant education program, including 5 student performing ensembles and a number of adult instrumental classes. For more information on FWCS, please visit our website at www.fwcs.org.

The Librarian will be employed full time for approximately 10 months each season with a 2 month summer hiatus. Minimal music preparation may be necessary during hiatus. The Librarian will work closely with the Principal Librarian to see that all music preparation and general library tasks are taken care of throughout season.

Responsibilities:
• Assist in all aspects of music preparation for the Florida West Coast Symphony and Sarasota Music Festival.
• Attendance at all rehearsals.
• Shared responsibility of concert duty with Principal Librarian.
• Shared responsibility of upkeep of library data in OPAS.
• Oversee preparation of materials for youth program large ensembles.

Qualifications:
• Bachelor’s Degree in Music or comparable education and experience.
• 2-3 years of experience in a professional performance library.
• Experience with library databases (OPAS preferred*).
• Proficiency with general word processing and data software.
• Ability to multitask effectively, while maintaining accuracy.
• Ability to communicate effectively with musicians, conductors, guest artists, and staff.
• A strong attention to detail.

*The FWCS does provide OPAS training to new employees.
Deadline: Application deadline is August 15, 2008.

Application: Please submit resume and cover letter with salary requirements to the attention of the Human Resources Manager.

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

Or via FAX: 941-552-0409

OR via mail:
FWCS
709 North Tamiami Trail
Sarasota, FL 34236

Florida West Coast Symphony offers competitive salary, benefits; including health, prescription, disability, 403B, vision discounts, paid vacation, holidays, personal and sick leave.

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Position Title: Acquisitions Librarian

Institution: Library Associates Companies

Location: New Orleans, Louisiana

General Information: Library Associates Companies/LAC is seeking an Acquisitions Librarian, preferably with a strong background in music, to assist with a long term project at the Tulane Libraries Recovery Center to rebuild its collections with the primary focus being the Tulane Music Collection. The Tulane Music Collection was partially destroyed by Hurricane Katrina.

Responsibilities: The role of the Music Acquisitions librarian is to assist with purchasing items to replace lost materials and to rebuild the Music Collection into a world class collection. The librarian will work closely with the Tulane Library faculty and Music Faculty to select materials in both print and non print formats that will support the Music Curriculum at Tulane University.

Qualifications: A strong background in Music Collection Development is a plus. Experience with the Voyager Acquisition system or similar ILS is required. In addition the successful candidate will need to be able to work in a Team Environment as part of the Tulane Recovery Center Team.

Term: The job starts in late August 2008 and continues for approximately 2 years and possibly longer.
**Benefits:** Benefits and compensation package

**Application:**
- For immediate consideration please email your cover letter and resume to jobs@libraryassociates.com, with a courtesy copy to Brad Rogers, bradrogers@libraryassociates.com.
- Please reference position title AND the position ID #994 as the subject line of your email.

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**Position Title:** Librarian in Art & Music

**Institution:** Berkeley Public Library

**Location:** Berkeley, California

**General Information:** The Berkeley Public Library, established in 1893, has a Central Library and four branches, Tool Lending Library, Adult Literacy program and free delivery to residents with disabilities and is one of the most heavily used public libraries in California.

**Responsibilities:** The Librarian in Art & Music may:

- Advise patrons and answer reference questions regarding art & music subject knowledge;
- Assist in art & music program planning and implementation, including outreach and public relations work;
- Provide assistance in selection and maintenance of Art & Music collection;
- Assess patron needs and advise them in making effective use of library resources and services;
- Assist patrons of all ages with reference questions and selection of library materials;
- Orient patrons to library procedures and practices and specialized information sources, specialized library material collections, and similar services;
- Prepare reading lists and bibliographies.

**Salary and Benefits:**

- Librarian I: $55,608 - $66,672 per year DOE
- Librarian II: $61,200 - $72,780 per year DOE
- Full Med (Kaiser/Health Net) Dental (Delta 90% coverage) Life Insurance
- CalPERS (2.7% @ 55), Supplemental Retirement Income Plan (SRIP), IRC 401(a) plan
- 3 Weeks Vacation, Discounted YMCA membership, transit subsidy and more.
Closing Date: July 21, 2008

Application: Applications must be received in the City of Berkeley’s Human Resources Dept no later than the closing date (5 P.M.). A complete brochure containing the job specifications along with required application and supplemental questionnaire can be found at the City of Berkeley’s employment page:

www.ci.berkeley.ca.us/hr/Jobs/jobslist.htm

For additional information please contact Jenifer Shurson @ jshurson@ci.berkeley.ca.us

Position Title: Manager/Curator

Institution: Milken Archive of American Jewish Music

Location: Santa Monica, California

General Information: Full-time position as the Manager/Curator of Milken Archive of American Jewish Music at the Milken Family Foundation offices in Santa Monica, CA. The Milken Archive of American Jewish Music is a musical adventure of historic proportions which today comprises musical recordings of over 600 compositions, original arrangements, more than 100 videotaped oral histories and interviews with composers, performers, cantors and others, and related materials. For more information, see www.milkenarchive.org.

Responsibilities: Responsibilities to include inventorying all the assets of the Milken Archive, working on a comprehensive virtual museum incorporating all the assets of the Milken Archive, working on a comprehensive virtual museum incorporating said assets, creating budgets, interacting with interested people, and making recommendations to executives of the Archive at the Milken Family Foundation.

Qualifications: It would be preferable if applicants for this position have a graduate degree in music or musicology with knowledge of music history and/or ethnomusicology. Familiarity with Jewish religion, culture and history a plus. Candidate should be highly organized, with strong computer skills, including familiarity with the Internet and information technology. Candidate must be an excellent writer.

The candidate should have an interest in the subject matter and have the ability to work both independently and in collaboration with others.

Salary and Benefits: Salary and benefits to be discussed.

Application: Please email your resume to rsandler@mff.org.
Position Title: Director of Arts and Media Services  
Institution: University of Virginia  
Location: Charlottesville, Virginia  

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

The Clemons Library provides abundant flexible study space, 24-hour access and is heavily used for its extensive audiovisual collection and digital media technologies including the Robertson Media Center. The Fiske Kimball Fine Arts Library, the University’s Library for art, architecture and drama, houses a collection of approximately 180,000 monographs, 335 journal subscriptions, and 216,000 slides. The Fine Arts Library is actively engaged in developing digital images as a part of the Library’s digital resources and provides specialized reference service, reserve collections, and user education to the academic community. The Music Library with a collection of over 100,000 items supports the curriculum of the McIntire Department of Music in performance, musicology, ethnomusicology, composition, and music theory.

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

**Responsibilities:**
Reporting to the Associate University Librarian for Public Services and Collections, the Director of Arts and Media Library Services will provide leadership, foster communication, and enable collaboration in raising the profile of library collections and services for the visual and performing arts and media across the academic community at the University of Virginia. The Director will participate in Library-wide initiatives, engage with colleagues nationally, and provide vision and direction in the development of innovative user services. In addition, the successful candidate will foster an empowering working environment for staff that supports and encourages career development and continuous learning.
Qualifications:
Required:
Master's degree in library science or a related field. A second Master's degree in an arts-related field is preferred. Demonstrated successful leadership and administrative accomplishments in the innovative and effective use of scholarly information resources and technologies. Demonstrated ability to promote collaborative and forward-looking initiatives, services, and programs. Knowledge of emerging information technologies and digital library initiatives. Knowledge of research and scholarship in the arts and media, and developments in higher education. Excellent analytical, oral, and written communication skills. Preferred candidates will also exhibit evidence of significant and progressively-responsible leadership and experience in managing and supervising others, demonstrated commitment to service excellence, ability to work cooperatively and maintain effective, creative, and flexible working relationships with colleagues, faculty, staff and students. A record of flexibility, creativity, and commitment to diversity, mentoring and developing staff is also preferred.

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

Deadline:
Review of applications will begin on August 27, 2008 and will continue until the position is filled.

Application:
Applicants must apply through the University of Virginia online employment website at https://jobs.virginia.edu/. Search by position number FP642, complete a Candidate Profile and attach a cover letter, resume and contact information for three current, professional references. For assistance with this process contact Library Human Resources at (434) 924-3081.

The University of Virginia is an Equal Opportunity/Affirmative Action employer strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations from members of underrepresented groups.

Position Title: Music Librarian
Institution: Ball State University
Location: Muncie, Indiana
General Information: Professional position available immediately.
Responsibilities: Provide proactive oversight, acquisition, delivery, promotion, and assessment of client focused services, resources, and operations of the Music Collection, including serving as liaison with the School of Music.
Minimum Qualifications: MLS/MLIS/MIS degree from an ALA accredited program at time of appointment; undergraduate degree in music; working knowledge of basic Microsoft Office applications; knowledge of music literature, music reference sources, and technical developments in the field; effective oral and written communication skills; ability to work evenings and/or weekends.

Preferred Qualifications: Advanced degree in music; reference, library instruction and/or other teaching experience; knowledge of French, German, and/or Italian; supervisory experience.

Salary and Benefits: Salary up to $50,000 plus excellent benefits.

Deadline: 08/31/08

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

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

or to:

libsearch@bsu.edu.

Review of applications will begin immediately and will continue until the position is filled. (www.bsu.edu/library)

Ball State University is an equal opportunity, affirmative action employer and is strongly and actively committed to diversity within its community.

Position Title: Music Cataloger
Institution: Vanderbilt University
Location: Nashville, Tennessee

General Information: Vanderbilt University is seeking a creative and client-centered Music Cataloger. Reporting to the Director of the Anne Potter Wilson Music Library, the Music Cataloger will perform cataloging, subject analysis, classification and authority work for all materials (monographs, scores, recordings, serials, digitized archival materials, and electronic resources). The Music Cataloger will work closely with other technical services staff in the Heard library system and will participate in system-wide committees and working groups. This position contributes to the
organization and management of digital initiatives such as the Global Music Archive and has responsibility for developing the music library's Web site. Other responsibilities include music reference service and exploring new technologies to enhance library services. This position is expected to be active in contributing to professional organizations such as the Music Library Association and the Music OCLC Users Group.

ENVIRONMENT:
Vanderbilt University consists of ten schools and colleges with an enrollment of over 11,000. The university is served by The Jean and Alexander Heard Library, which has a collection of over 3 million volumes and a staff of 210. The Library is a member of the ARL, CRL and SOLINET, participates in the Program for Cooperative Cataloging, and contributes to BIBCO, CONSER, NACO and SACO. The Anne Potter Wilson Music Library is located in the 136,000 sq. ft. Blair School of Music and has a staff of 5 (including 2 other music librarians). The Blair School has an undergraduate enrollment of 200 music majors and extensive pre-college music program. The Music Library supports the research and curriculum needs of the Blair School, as well as providing access to musical knowledge and materials for the wider Vanderbilt community. Resources include over 40,000 books and scores, 22,000 recordings, 170 current journal subscriptions and numerous electronic resources. For more information on the Anne Potter Wilson Music Library or the Blair School of Music consult the web pages at www.library.vanderbilt.edu/music and www.vanderbilt.edu/blair/. Vanderbilt University is located in Nashville, Tennessee, a major business and education center in the mid-South with a population of over one million in the metropolitan area.

(available January 1, 2009)

Qualifications:
Required:
A Master's degree from an ALA-accredited program; undergraduate degree in music; knowledge of AACR2, LCSH, music cataloging decisions, LC classification, and MARC formats for music; experience using OCLC or other bibliographic utility for cataloging; bibliographic knowledge of one European language; strong communication and interpersonal skills; ability to demonstrate flexibility and initiative in response to change.

Preferred:
One year of experience in cataloging in an academic or music environment; reading knowledge of German or Spanish; knowledge or demonstrated interest in current trends and development in metadata standards; familiarity with national cooperative cataloging efforts, such as NACO; familiarity with non-MARC metadata standards; experience with management and organization of digital library collections; web development skills.

Compensation:
Salary negotiable depending on experience ($41,000 minimum). Benefits are those applicable to exempt employees of Vanderbilt University, including health care insurance; retirement plan options; a tuition discount program; and paid vacation,
holidays, and sick leave.

**Deadline:** Review of applications will begin no later than Oct. 31, 2008, and continue until the position is filled.

**Application:** Qualified individuals should complete the Vanderbilt University application form at [www.vanderbilt.jobs](http://www.vanderbilt.jobs). Refer to requisition number RMB68164.

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

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**Position Title:** Librarian (Reference/Music)  
**Institution:** Library of Congress  
**Location:** Washington, D.C.

**General Information:** The incumbent serves as a Librarian (Reference/Music) in the Music Division and reports directly to the Head, Reader Services Section. The incumbent may be an authority in a specialized field of music and is an expert in digital reference service. Performs duties which encompass very complex and wide ranging reference, research, and outreach assignments in his/her field of specialization. Plans comprehensive, in-depth means by which to improve and support all automated reference activities. Librarians respond to inquiries that are received in person, by telephone, by correspondence and by electronic media from a variety of sources.

**OTHER INFORMATION:**  
The Music Division in the Collections and Services Directorate is the Library’s primary gateway to the collections and reference services dealing with the subjects of music, theater, and dance. These collections consist of books, serials, and scores; and special collections that include scores, correspondence, writings and business papers, iconography, and musical instruments. The incumbent reports directly to the Head, Reader Services Section. The incumbent may be an authority in a specialized field of music and is an expert in digital reference service. Performs duties which encompass very complex and wide ranging reference, research, and outreach assignments in his/her field of specialization. Plans comprehensive, in-depth means by which to improve and support all automated reference activities. Librarians respond to inquiries that are received in person, by telephone, by correspondence and by electronic media. These requests originate from Congress, foreign and U.S. Government agencies, national and international academics and scholars, research and scientific institutions, the professional and business
communities and from the general public. Maintains current and extensive knowledge of trends in his/her specialized area in the fields of music or performing arts and of advances in the area of reference librarianship.

This position is located in the Readers Services Section, Music Division, Collections and Services, Library Services.

The position description numbers for these positions are 136668 (GS-1410-09) and 136669 (GS-1410-11).

For more information, visit: http://jsearch.usajobs.opm.gov/getjob.asp?JobId=75735271&AVSDM=2008-09-15+00%3A03%3A00

Major Duties:

Provides guidance and access to information resources dealing with music, theater, and dance, to patrons both inside and outside the library. Answers questions directly and guides patrons to resources that include books, serials, and scores; and special collections that include scores, correspondence, writings, and business papers, iconography, and musical instruments. Instructs patrons how to find relevant information. Provides assistance to patrons in searching library databases, on-line resources, and other information resources. Serves as a specialist in a field within the scope of the Music Division collections, or as an authority in general music reference. Conducts a thorough reference interview, analyzes questions and requirements, and suggests search strategies. Interprets and evaluates information found in a variety of databases, reports, specialized journal articles and/or historical materials in the field of music. Produces reports, research guides, and bibliographic aids.

Conducts extensive research. Gathers information from a wide variety of sources, both automated and in print or other media. Presents information in the form of descriptive reports and memoranda. Facilitates services to readers and analyzes information in response to inquiries from a variety of sources. Advises researchers in research methodologies. Develops files, bibliographies, finding aids, and other sources. Monitors and reports on trends such as those involving scholarship and collections use.

Manages the development and growth of library collections. Solicits information and recommends acquisitions of new materials for collections. Develops the reference collections and the general collections, including materials in all formats (print, microform and electronic), emphasizing projects that focus on filling major gaps in the collections. Reviews collections on a continual basis for correcting deficiencies, updating, rearranging, and shipment to off-site storage. Reviews a variety of foreign and domestic sources for information when assessing collection development needs. Maintains special files of information on subjects of recurring or emerging interest as indicated by popular, political, or scholarly trends. Determines permmissibility of copying materials based on legal copyright constraints and the preservation needs of the material. Carries out assignments requiring
considerable depth of specialized knowledge in a subject area within the field of music and often involving multiple languages. Determines the quality and usefulness of materials acquired from worldwide sources. Monitors the condition of Music Division collection materials to ensure adherence to established preservation standards and specifications. Recommends strategies for storage, preservation, and service. Utilizes acquisition and collection development procedures, policies, and responsibilities and regularly reports on collection development trends and activities. Resolves problems involving user access, online database use, and collection policy questions. Understands current and public policy issues in the area of expertise to develop collections that anticipate researcher inquiries and demands.

Makes acquisitions through purchase procurement activities, exchanges, gifts, transfers, or loans. All forms of materials are acquired including printed books, serial publications, print and on-line reference sources, microforms, monographs, musical scores, or autographed letters. Selects and recommends appropriate titles in all formats, and prepares and justifies requests for major purchases, recommends replacement or claiming of missing materials, and monitors approval plans as required.

Qualifications Required:

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

Knowledge of the principles, concepts, and techniques of library science and music librarianship.**

Knowledge of the history and literature of music.**

Knowledge of integrated library systems and other technology tools relevant to performing arts collections.**

Ability to provide reference and research services in the performing arts.

Ability to present information orally.

Ability to interact collaboratively with others.

Ability to communicate in writing.

Knowledge of the principles and techniques of collection development and management.

Rank and Salary: GS-1410-09/11 — Library Services (Collections and Services Directorate) — $48,108.00 - $75,669.00
Deadline: Sep 29, 2008

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

Library of Congress Customer Service Center
101 Independence Avenue, SE, LM-107
Washington, D.C., 20540-2700
(202)-707-5627

Please be advised that due to security concerns on Capitol Hill, mail delivery from the United States Postal Service is experiencing significant delays. As a result, you are strongly encouraged to apply online. If you choose to submit a hard-copy application, we recommend that you send it via Fed-Ex or United Parcel Service (UPS) and that you allow at least 72 hours for delivery, even for overnight packages. You also have the option of hand delivery of your application, Monday through Friday, from 8:30 a.m. until 4:30 p.m., to the Library of Congress Customer Service Center.

Position Title: Associate Librarian
Institution: North Carolina Symphony
Location: Raleigh, North Carolina

THE ORGANIZATION: The North Carolina Symphony, currently entering its 77th season, is a full-time orchestra with 68 members. It serves as North Carolina’s state orchestra and performs 180 concerts a year in its home base of “the Triangle” – the Raleigh / Durham / Chapel Hill metropolitan area and around the state. The Symphony operates with an annual budget of $14 million and has one of the most extensive
music education programs of any U.S. orchestra. The Symphony has been led by internationally acclaimed Music Director Grant Llewellyn since September 2004. Resident Conductor William Henry Curry and Assistant Conductor Joan Landry round out the conducting staff.

The North Carolina Symphony began an exciting new phase of its life as it moved into two new facilities. Meymandi Concert Hall, a new dedicated symphony hall, opened in February 2001 as a part of the new Progress Energy Center for the Performing Arts in Raleigh. Already, the new hall and its Kirkegaard-designed acoustics have been met with rave reviews from audiences and media alike. The New York Times wrote that Meymandi Concert Hall “is a warm and living sound environment...the kind of space for which so much of the symphonic repertory was intended and where it thrives.” The Raleigh-based News & Observer wrote that it is “a solid success, because it delivers where it matters most: on stage” and “a musical treasure... stunning to behold...terrifically alive...like having soloists and orchestra directly in front of you.” In addition, a new $12 million amphitheater at Cary’s Regency Park opened in June 2001 for the Symphony’s Summerfest season.

The Symphony’s recent music director search concluded with the recruiting of Grant Llewellyn as the organization’s fifth music director. Also principal conductor of the Handel & Haydn Society in Boston and resident conductor of the BBC National Orchestra of Wales, the orchestra has embraced Llewellyn’s arrival with enthusiasm and excitement. The News & Observer called Llewellyn “the hottest thing going in classical music these days” and a recent Boston Globe review called a performance “flat-out fantastic.”

Among the Symphony’s varied programs are classical and pops concert series (including subscription series in eight distinct communities), young people’s concerts, a new Friday Favorites weekday matinee series and occasional Great Artists recital presentations. The Symphony’s storied education program reaches back over 60 years, and has served millions of North Carolina school children since its inception in 1945. No other American orchestra devotes as much of its resources to the education of young people.

THE AREA:
The Symphony’s home base is Raleigh, the state’s capital located in the Piedmont (central) region of North Carolina. Raleigh is the largest city in a 3,500-square-mile metropolitan area known as the Triangle. The Triangle includes Raleigh, Durham, and Chapel Hill. Located within the area are the Raleigh-Durham International Airport and Research Triangle Park, home to several corporate headquarters (Nortel Networks, GlaxoSmithKline, Cisco, Quintiles, SAS, Red Hat and IBM all have large presences, to name a few). The Triangle is one of the nation’s fastest growing areas, currently populated at 1.4 million. New home construction is booming and there is a strong real estate market for existing homes. Compared to other markets, housing is surprisingly affordable.

The home of many creative and well-educated citizens, Raleigh has been lauded as
a “Best City for Business” by Fortune magazine and a “Best Place to Live in America” by Money magazine. It provides its people and businesses with a world-class combination of economic vitality, low unemployment, educational opportunity, environmental quality, and exceptional quality of life. Neighboring municipalities such as Cary, Chapel Hill, Garner and Wake Forest offer small-town atmosphere with big city convenience.

The Triangle is an area of tremendous resources where cultural and performing arts organizations thrive. Other major institutions include the North Carolina Museum of Art, North Carolina Museum of History, Exploris, Ackland Art Museum, North Carolina Museum of Natural Sciences, Nasher Art Museum at Duke University, Morehead Planetarium, Carolina Ballet, American Dance Festival, Carolina Performing Arts Series, and Duke Artists Series.

The Triangle is also a vital sports center. It is host to the NHL’s 2006 Stanley Cup champion Carolina Hurricanes, minor-league baseball’s Durham Bulls, and the sports programs of Atlantic Coast Conference members Duke University, University of North Carolina at Chapel Hill, and North Carolina State University.

Raleigh is located in the center of North Carolina with only short drives to both the beaches and the Blue Ridge Mountains. The climate is mild with an average high of 88 degrees in mid-summer and 52 degrees in mid-winter.

Responsibilities:

In this role, the Associate Librarian will be asked to complete the following duties:

• Research, acquire and prepare materials for specific assigned concerts
• Assist with archival data input to OPAS database
• Assist with proofreading of materials for assigned concerts
• Concert duty for assigned concerts
• Assist Principal Librarian with data research for program and budget development
• Assist Principal Librarian in development of long-term, pro-active assessment of NCS’s collection leading to implementation of measures to preserve and conserve the materials therein.
• Assist Principal Librarian in development of internship/orchestra library training program with the School of Library Science at UNC Chapel Hill
• Assist with other library duties as needed and assigned by the Principal Librarian

Requirements:

We seek candidates who have the following qualities and qualifications:

• B.A. in Music or equivalent
• Two to three years experience as a professional orchestra librarian
• Exceptional organizational skills and exquisite attention to detail
• Broad knowledge of music theory, history and terminology
• Broad knowledge of orchestral repertoire, both classical and pops
• Working knowledge of domestic and foreign music publishers, publisher agents, and music suppliers
• Broad knowledge of print and internet data resources
• Some orchestral performance experience
• Experience working with OPAS database, Microsoft Outlook, Excel, Word and Internet software
• Some experience with Finale music typesetting software helpful but not required
• Neat handwriting and hand music manuscript
• Ability to lift 40 pounds with ease
• Ability to work independently and as a team member, and to work closely with the Principal Librarian
• Ability to work well under pressure
• Ability to work cordially and diplomatically with musicians, conductors, artists, and management
• Ability and willingness to work nights and weekends
• Well developed sense of humor

Compensation: $30,000 annually. Excellent benefits package including 8% employer contribution to 403(b) through TIAA-CREF, paid vacation, medical insurance, and sick leave.

Deadline: October 1, 2008

Application: Please send resume with references to:
Deborah Nelson, Principal Librarian
Library of the North Carolina Symphony
2 East South Street
Raleigh, NC 27601
919.715.2949
E-mail: dnelson@ncsymphony.org

Audition/interviews are expected to take place in mid- to late-October, 2008.

We are an equal opportunity employer, dedicated to a policy of non discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
<table>
<thead>
<tr>
<th>Location: Houston, Texas</th>
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<tbody>
<tr>
<td><strong>General Information:</strong></td>
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<tr>
<td>The Music Library is housed in the building of the Moores School of Music. The Music Library is administered through the Department of Branch Services of the University of Houston Libraries. The UH Libraries are a member of the Association of Research Libraries, the Greater Western Library Alliance, and the Texas Digital Library Alliance. They hold over 2 million volumes and have a current materials budget of $8 million. Total staff includes 48 professionals and 120 support staff. Additional information available at: <a href="http://info.lib.uh.edu">http://info.lib.uh.edu</a>.</td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
</tr>
<tr>
<td>The University of Houston campus comprises 13 colleges offering close to 80 degree programs with an enrollment exceeding 34,000 students, 7,200 of whom are enrolled in graduate studies. Reflecting the multicultural community of metropolitan Houston, UH is one of the most ethnically diverse research university campuses in the nation.</td>
</tr>
<tr>
<td>Houston, the fourth largest city in the United States, offers all the cultural and recreational opportunities of a great city and is within easy reach of the Gulf of Mexico. It enjoys a very reasonable cost of living and was rated eighth among livable North American cities by Places Rated Almanac. Kiplinger recently ranked Houston as no. 1 in its 2008 survey of best cities (<a href="http://www.kiplinger.com/features/archives/2008/05/2008-best-city-houston.html">http://www.kiplinger.com/features/archives/2008/05/2008-best-city-houston.html</a>).</td>
</tr>
<tr>
<td>For additional facts about Houston, including information about its housing market, flourishing arts scene, low cost of living, plus other interesting information, visit our Web site at: <a href="http://info.lib.uh.edu/houston/">http://info.lib.uh.edu/houston/</a>.</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td>Plan and administer the programs and daily operations of the Music Library, with considerable scope for planning and implementing new program initiatives, including the application of new technologies to the delivery of services. Supervise, train, and evaluate the branch supervisor who manages 2.0 FTE staff as well as student workers. Provide reference service in the branch. Develop collections in all formats for music and theatre. Participate in library instruction for the Music Library. Serve as liaison to the faculties of the School of Theatre and Dance and the Moores School of Music. May serve limited hours at the reference desk in the M. D. Anderson (main) Library and/or participate in the general user education program of the Libraries. This position will report to Head of Branches.</td>
</tr>
<tr>
<td>The University of Houston recently has adopted a Quality Enhancement Plan that places greater emphasis on undergraduate research. One result of this new endeavor is that librarians are expected to collaborate with faculty where appropriate in order to integrate information literacy directly into course content. A variety of instructional modalities will be used, e.g., WebCT, online tutorials, subject</td>
</tr>
</tbody>
</table>
portals, in-class lectures and demonstrations.

The UH Libraries have adopted and are implementing a set of strategic directions (http://info.lib.uh.edu/strategicdirections.pdf) and we seek individuals who will be interested in advancing this plan. The Libraries support the ongoing professional development of librarians and our goal is to recruit librarians committed to continuous learning. Librarians hold academic ranks pursuant to the University of Houston Librarians’ Governance document. They are expected to develop a record of service and professional involvement.

Qualifications:
Required:
Master’s degree from an ALA-accredited program; subject background in music; excellent communication skills and strong service orientation. Ability to work in a team-based environment

Preferred:
Supervisory experience; bachelors degree or higher in music; experience in a music library; experience or demonstrated interest in user education.

Salary and Benefits:
$45,000 to $50,000 anticipated hiring range, depending on qualifications. Excellent benefits package, including health coverage; choice of retirement programs including TIAA-CREF; tax-deferred annuity program available; release time to take a class up to 3 hrs/week; no state or local income tax.

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

Application:
Send letter of application, names and contact information for 3 references, and resume to:

John Lehner
Assistant Dean for Personnel and Planning
University of Houston
114 University Libraries
Houston, Texas 77204-2000.

Potential applicants seeking further information should contact John Lehner at 713-743-9801 or jlehner@uh.edu.

THE UNIVERSITY OF HOUSTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. MINORITIES, WOMEN, VETERANS AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Position Title: Librarian
**Institution:** Rider University  
**Location:** Princeton, New Jersey  
**General Information:** Rider University seeks a music librarian to serve at the Talbott Library on the campus of Westminster Choir College in Princeton for the Fall 2008 term. Responsibilities include: providing a full range of reference services including access to special collections, assistance with public computer workstations, and the information accessible through them; assisting with cataloging and/or working on bibliographic projects; processing gifts-in-kind; and serving as a consultant for student workers and their projects.

**Minimum Qualifications:** Individual must possess a MLS from ALA accredited institution (or actively pursuing MLS) and significant musical experience (a degree in music is preferred) or a graduate degree in music with significant library/research experience and a knowledge of music literature. Strong service orientation, strong written and oral communications skills are essential, as is the ability to work with a diverse range of people. Familiarity with online resources is essential.

**Additional Qualifications:** Familiarity with online resources is essential, bibliographic knowledge of German and a Romance language preferred, and cataloging experience desirable but not required.

**Deadline:** Applications accepted until position is filled.

**Application:** For more information on this position and for application instructions, please visit our website at [www.rider.edu/hr](http://www.rider.edu/hr), 'Employment Opportunities'. Position #: 460107. Paper application will not be reviewed or considered.

**Note:** A resume and cover letter should be attached to the application during this online process. There will also be one other document that can be attached if necessary.

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.
**Location:** Hartford, Connecticut

**General Information:** Manages reserves and stack maintenance for the Allen Library. Oversees student employees in these areas. Assists in the daily operations of the circulation desk. Actively provides information services to all users. This is a regular full-time position that may include evening hours.

For a complete description, see: [http://www.hartford.edu/about/info.asp?item=details&ID=685](http://www.hartford.edu/about/info.asp?item=details&ID=685)

**Key Responsibilities:**

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

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

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

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

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

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

Performs other related duties as assigned. * Indicates an "essential" job function.

**Qualifications:**

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

**Work Experience**
1 year to < 2 years.

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

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

**Salary and Benefits:**
Pay Grade
H - This position is 35 hours per week. - [Salary Ranges (pdf)]

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

**Application:**
To apply for this position:

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

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

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

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

Women and minorities are encouraged to apply.

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**Position Title:** Librarian

**Institution:** Library Of Congress

**Location:** Washington, D.C.

**General Information:**
The incumbent provides service directly to consumers of the National Library Service for the Blind and Physically Handicapped and serves in the specialized area of special format music scores and books for individuals who are blind or physically handicapped. Services are rendered primarily by correspondence, telephone, or electronic media. Most requests originate from the blind and physically handicapped
consumers themselves and from the NLS network libraries serving them.

This position is located in Library Services, National Library Services for the Blind and Physically Handicapped, Network Division, Music Section, 1291 Taylor Street, NW, Washington, DC 20542.

Number of Vacancies: 1
The position description number of the vacancy is 13164.
SERIES & GRADE: GS-1410-09/09

** Duties: **

Provides guidance to library patrons on how to access information resources, including books, published and unpublished audio recordings, archival materials, electronic database information, digital materials, electronic journals, and bibliographic citations. Searches and locates information from a variety of sources and electronic databases.

Researches and gathers information from a variety of sources, both automated and in print or other media. Facilitates services to readers, analyzes information, and disseminates it in answer to requests or inquiries from a variety of sources. Develops files, bibliographies, finding aids, and other sources.

Develops the reference collections and the general collections, including materials in all formats. Utilizes acquisition and collection development procedures, policies, and responsibilities and regularly reports on collection development trends and activities.

Performs various writing and editing duties for a variety of documents and reports.

Maintains liaison or communicates with library patrons, supervisors, library staff, other national libraries, library and information networks, information centers, experts in government agencies, associations, the private sector, and/or research groups. Motivates clientele to fully utilize programs and services.

Performs duties related to the preservation of library materials, including identifying individual items and categories of materials for preservation, and recommending retention or de-selection of materials.

** Qualifications: **

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

Knowledge of the subject area of music within a library's collection.

Knowledge of the principles, concepts, and techniques of library science.
Ability to provide consultation or liaison services.

Ability to perform writing and editing duties.

Ability to communicate effectively other than in writing.

**Salary and Benefits:**

SALARY RANGE: $48,108.00-$62,546.00

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

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

**Deadline:**

11-3-2008

**Application:**

Apply online (vacancy number 13164) at:

https://my.usajobs.gov/applystart.asp

Send Mail to:

Library of Congress
101 Independence Avenue SE
LM-107
Washington, Dist of Columbia 20540-2700
US
Fax: 202-707-1454

The Library of Congress evaluates applicants through an applicant questionnaire and a structured interview. Applicants may also be screened for some jobs through licensing, certification, and/or education requirements, a narrative/application review, and/or a preliminary telephone interview.

The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position. To be considered for final selection, applicants must demonstrate fully acceptable experience in these designated KSAs in the narrative/application review, preliminary telephone and/or full structured interview. The various assessment tools listed above are designed to verify or explore applicants' experience, knowledge, and training directly related to the job in order to identify the best qualified applicants for selection.

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY.
Position Title: Librarian Archivist for Music Collections

Institution: Old Dominion University

Location: Norfolk, Virginia

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

Responsibilities: This grant funded position is responsible for management of the permanent and online archival collections in the Diehn Composers Room of the University Libraries, for working with collection donors, music faculty, composers and others, for developing and maintaining an effective public relations and research service for the DCR, and for developing effective data reporting. The Librarian Archivist also serves on cross-department and library-wide teams as appropriate including the Preservation Team.

Qualifications: Required: ALA-accredited MLS by time of appointment; demonstrated knowledge of music; three years experience in archival work, including arranging and describing collections; knowledge of archival and records management practices/procedures, including archival description functions; demonstrated organizational, interpersonal planning, project management and oral and written communication skills; capacity for and commitment to continued learning and development of skills, demonstrated ability to work effectively independently and in a team environment; strong customer service ethic; advanced computer applications skills.

Preferred: Experience working in a library; advanced degree in a humanities discipline; experience in exhibit design and installation; experience with: event and program planning and implementation, preservation/conservation work, donor relations and cultivation; familiarity with multimedia collections; knowledge of intellectual property in the music business.

Salary and Benefits: $50,000. Excellent benefits package

Deadline: Screening of applicants will begin November 5, 2008 and continue until the position is filled.

Application: Send a letter of application, resume, and the names, addresses, telephone numbers and e-mail addresses of three professional references to:
**Position Title:** Archivist (Music)  
**Institution:** Library of Congress  
**Location:** Washington, D.C.  

**General Information:** The Archivist position is located in the Acquisitions and Processing Section of the Music Division, Collections and Services Directorate. The incumbent reports directly to the Head, Acquisitions and Processing. The purpose of this position is to process and describe multi-format collections relating to the areas of music, dance, and theater; collections are multi-format and include manuscripts, scores, photographs, correspondence, business papers, and other related documents. In addition to processing collections, the incumbent assists in providing reference services associated with the collections; participates in the development and implementation of preservation and digitization policies and procedures relevant to the collections; implements and prescribes up-to-date archival practices; assists in collections development; and performs other duties in support of the Music Division and Library Services, as assigned.

**Number of Vacancies:** One

The position description number is 163573.

For more information, visit:  

**Major Duties:**  
Demonstrated knowledge of standard archival principles, concepts and techniques in managing large and complex archival music collections.

Studies the origins of archival materials and their organizational and functional history. Determines the original arrangement of materials, and arranges them
according to a processing plan.

Analyzes materials and determines relevance to the project. Prepares finding aids, reports, analyses, and other documents related to information and research efforts. Conducts research and provides information in response to reference service requests. Supports professional researchers, providing advice and consultation to government officials, scholars, and others.

Consults and communicates with library staff, scholars and the general public.

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

Ability to communicate effectively other than in writing.

Ability to communicate in writing.

Knowledge of integrated library systems, automated tools and technologies used to support archival functions.

Knowledge of music, particularly popular American styles, and other subject areas of the archival collections. **

Knowledge of the principles, concepts, and techniques of professional library and archival work. **

Knowledge of music reference and research tools and services.

Ability to analyze and organize archival materials. **

Ability to provide consultation or liaison duties.

**Rank and Salary:**

GS-1420-09/09

SALARY RANGE: 48,108.00 - 62,546.00 USD per year

**Deadline:** October 29, 2008

**Application:** HOW TO APPLY:

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

Library of Congress Customer Service Center
101 Independence Avenue, SE, LM-107
Washington, D.C., 20540-2700
(202)-707-5627

Please be advised that due to security concerns on Capitol Hill, mail delivery from the United States Postal Service is experiencing significant delays. As a result, you are strongly encouraged to apply online. If you choose to submit a hard-copy application, we recommend that you send it via Fed-Ex or United Parcel Service (UPS) and that you allow at least 72 hours for delivery, even for overnight packages. You also have the option of hand delivery of your application, Monday through Friday, from 8:30 a.m. until 4:30 p.m., to the Library of Congress Customer Service Center.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Public Relations/Marketing and Music Librarian</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Bradley University</td>
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<tr>
<td>Location:</td>
<td>Peoria, Illinois</td>
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<tr>
<td>General Information:</td>
<td>The Cullom-Davis invites applications for a Public Relations/Marketing and Music Librarian. This is a faculty, tenure-track position that reports to the Director of the Library. Bradley University is a distinctive, medium-size, comprehensive private institution of higher learning. The University is located on an 85-acre campus in Peoria, the largest metropolitan area in central Illinois. With approximately 5,000 undergraduate and 800 graduate students, Bradley offers the opportunities and choices of a larger university (with over 130 programs in five colleges, plus a graduate school) and the quality, personal attention, and challenge of a small private college. Bradley is rich in tradition and full of promise to become one of the nation's best comprehensive universities. For additional information about the University visit <a href="http://www.bradley.edu">www.bradley.edu</a>.</td>
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<tr>
<td>Responsibilities:</td>
<td>This position is responsible for the day-to-day management and long-range planning for the Music Resource Center. In addition, the Librarian serves as liaison to the music program and one or more additional academic programs, assisting in research and information literacy activities. The Public Relations/Marketing</td>
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</table>
Librarian will lead the library in these areas and strive to enhance the image of the library on campus, the state and beyond.

Responsibilities include but are not limited to the following:

**Marketing and Public Relations—50%**
- Prepare marketing material for the library
- Enhance image of library through public relations activities
- Chair the Public Relations Committee
- Explore, test and implement new ways of reaching students both on and off campus

**MRC Operations—25%**
- Develop the music collection
- Provide specialized music reference services, including electronic information databases
- Provide record-keeping and public services for the Music Resource Center
- Hire, train and supervise student assistants
- Develop statistics, needs surveys, etc.
- Develop and implement operation policies for the Music Resource Center

**Liaison Activities—10%**
- Serve as library liaison to music and one or more other academic programs
- Provide reference assistance (including database searching), information literacy programming, and collection development for assigned programs

**General reference/instruction—10%**
- Develop library handouts on topics in assigned programs
- Provide general reference service as assigned

**General—5%**
- Serve on Library and University committees
- Develop library and scholarly activities commensurate with tenure requirements
- Participate in regional library activities
- Other duties as assigned

**Qualifications:**
An ALA-accredited MLS is required. Candidates must possess strong background in public relations/marketing and/or music; flexibility, adaptability; willingness to explore alternatives in library service; strong interpersonal organizational, analytical and communications skills and ability to demonstrate respect and sensitivity for
cultural diversity.

Preferred qualifications include minimum of two years experience in reference and/or marketing/public relations, supervisory experience and a Bachelor’s degree in music history or equivalent.

**Deadline:** Review of applications will begin November 1, 2008 and will continue until the position is filled.

**Application:** Candidates should submit a letter of application addressing the qualifications for the position, current vita and three professional references to:

Denise Johnson, Search Chair
Cullom-Davis Library
Bradley University
Peoria, IL 61625

Bradley University is an Equal Opportunity/Affirmative Action Employer. The administration, faculty and staff are committed to attracting qualified candidates from underrepresented groups.

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**Position Title:** Head of Music & Media Librarian

**Institution:** Tulane University

**Location:** New Orleans, Louisiana

**General Information:** Library Associates Companies (LAC) seeks a creative, dynamic Head of Music & Media Librarian to work within the Public Services Division at Tulane University in New Orleans, LA. Reporting to the Director of Public Services, the Head of the Music and Media Librarian will play a key role in the Library’s efforts to rebuild its world-class music collections, which were heavily damaged by Hurricane Katrina. He or she will participate in committee service within the library and through professional activity help to advocate for the interests of librarians at Tulane and throughout the profession. The librarian may share reference duties with other librarians at a central Reference and Information Desk including some evening and weekend duty; and participate in the library’s instruction program.

**Responsibilities:**

- Develop new music and media collections in both digital and print formats;
- Act as bibliographer and liaison to the Music and Communication departments, providing reference and instructional services;
- Supervise a full-time Media Specialist who oversees the day-to-day running of the library’s music & media facility;
- Manage the development of a growing collection of audio recordings, video recordings, and other media which support the university curriculum, including a Film Studies program within the Department of Communication.
- Develop a dynamic vision for the library’s music and media resources, following national trends, current research, and the latest practices in the field;
- Participate in committee service within the library and through professional activity help to advocate for the interests of librarians at Tulane and throughout the profession;
- Some reference duties as required;
- Participate in the library’s instruction program.

**Qualifications:**
- Master’s Degree in Library Science from an ALA accredited program or a significant background in music;
- Knowledge of music bibliography as evidenced by course work or experience;
- Two (2) or more years experience in reference and instruction in an academic library setting;
- Advanced degree in music or musicology or an interest or experience in film and media studies is preferred;
- Knowledge of trends in music and media librarianship including emerging digital formats;
- Familiarity with copyright, licensing and preservation issues;
- Excellent communication and teaching skills;
- Enthusiasm for an innovative and changing environment;
- Previous experience in collection development and a demonstrated skill in library instruction is preferred;
- Willingness to participate in professional development and in the shared governance of the Library and the University.

**Application:**
For immediate consideration please email your cover letter and resume to jobs@libraryassociates.com.

Please reference position title as the subject line of your email.

*Library Associates Companies is an Equal Opportunity/Affirmative Action employer that values diversity in the workforce.*

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

The Irving S. Gilmore Music Library
The Irving S. Gilmore Music Library is one of the preeminent music research and performance collections in the world. The Music Library serves the entire music community at Yale, with special emphasis on the distinguished undergraduate and graduate programs in the School of Music, the Department of Music, and the Institute of Sacred Music. The collections of the Music Library include more than 100,000 scores and parts for musical performance, 69,000 books about music, over 425 active serials, 35,000 LP recordings and compact discs, and extensive holdings of online resources, sheet music, microforms, and photographs. The Music Library is a leading repository of music manuscripts, archival collections, and early printed scores and books about music, and in this capacity serves an international community of music scholars. Closely affiliated with the Music Library are the Historical Sound Recordings collection and the Oral History, American Music project at Yale.

General Purpose
The Director of the Music Library is responsible for setting priorities in support of the university’s teaching and research mission and oversees all administrative aspects of the Irving S. Gilmore Music Library, including management of public services, collection development, digital, technical services, personnel management, and facilities planning. Collection development activities include acquiring print and digital materials, archival collections, scores, manuscripts and rare books. Directs and mentors a staff of six librarians, six support staff, 4.5 FTE student assistants, and fosters a creative, team-oriented work environment.

Responsibilities:
Analyzes, evaluates, and sets priorities for the efficient use of services, collections and funds. Advises the Dean of the School of Music, the Chair of the Department of Music, and the Director of the Institute of Sacred Music on library matters and is responsible for building strong partnerships with faculty and students, curators and librarians. Promotes the use of current and emerging technologies and advances the use of digital technology including the creation of web-based research tools. Coordinates the programs and collections of the Music Library with other libraries at Yale and elsewhere. Works independently with varied user groups in a complex...
organization and functions collaboratively in a team environment. Depending on the research activities of the successful candidate, this position may lead to opportunities for teaching in the music curriculum.

The Director of the Music Library serves as a member of the Library Management Council in the setting of library-wide policies and is a member of the School & Department Libraries Council. This position reports to the Associate University Librarian for School and Department Libraries, a rotating position among the directors of these libraries. The Director is expected to be active nationally in professional organizations.

May be required to assist with disaster recovery efforts. May be assigned to work on the West Campus.

Qualifications: ALA-accredited masters of Library Science and a strong background in music with relevant degrees preferred. Five years experience as a music librarian in a research library.

Candidates appointed to the rank of Librarian III must demonstrate at least five years of relevant experience and professional achievements. Appointment at the rank of Librarian IV requires at least eight years of relevant experience and professional achievements. Appointment at the rank of Librarian V requires at least twelve years of relevant experience and professional achievements.

Demonstrated administrative experience and achievement, particularly in a supervisory role. Experience with special collections and donor relations preferred.

In-depth knowledge of music literature and music reference sources; demonstrated understanding of current developments in information and music librarianship. Ability to provide leadership and direction in a research library; work cooperatively with others and fosters teamwork. Strong commitment to collection building and to innovative public service programs, including the provision of information in electronic formats. Excellent problem solving skills, experience coordinating projects and the ability to bring projects to fruition. Excellent customer service skills, flexibility and a strong commitment to innovation, creativity and excellence. Rudimentary knowledge of at least three Western European languages, preferably German, French, or Italian.

Salary and Benefits: Librarian III-V

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

Deadline: Applications will be accepted until the position is filled.
**Application:** Applications consisting of a cover letter, resume, and the names of three references should be sent by creating an account and applying online at [http://www.yale.edu/hronline/stars/application/](http://www.yale.edu/hronline/stars/application/). Please be sure to include **Source Code #: 6258BR.**

**Background Check Requirements**

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

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

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<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Audio Visual Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>National Audio-Visual Conservation Center, Library of Congress</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Culpeper, Virginia</td>
</tr>
<tr>
<td><strong>General Information:</strong></td>
<td>This position is located in Library Services, Collections and Services, MBRS, Preservation Services, Recording Lab.</td>
</tr>
<tr>
<td><strong>Number of Vacancies:</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>The position description number of the vacancy is:</strong></td>
<td>139033.</td>
</tr>
</tbody>
</table>

**EVALUATION OF CANDIDATES:**

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

To obtain information about this position and TO APPLY, please click on [http://www.avuecentral.com/vacancy.htm](http://www.avuecentral.com/vacancy.htm)?ref=GHIPF.
Major Duties:
The incumbent works with audio performances fixed or recorded on various media. The position involves the handling of media, and the operation of the equipment on which the works are played. Creates digital audio files of selected materials. Performs digital preservation of the library's recorded sound collection. The incumbent operates a range of complex and sophisticated professional audio equipment.

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

Skill in operating professional audio equipment and familiarity with a variety of audio formats.**

Ability to use information systems and equipment.

Ability to communicate in writing.

Ability to communicate effectively other than in writing.

Salary and Benefits:
Salary Range: 31,751.00 - 41,271.00 USD per year
Series & Grade: GS-1001-05/05 Position Information: Full
Promotion Potential: 07

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

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

This is a non-supervisory, bargaining unit position.

Deadline:
Monday, January 12, 2009

Application:
For current or former Federal employees: Submit a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

For current or former military personnel: Submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable.

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

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

The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period.

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

Library of Congress Customer Service Center
101 Independence Avenue, SE, LM-107
Washington, D.C., 20540-2700
(202)-707-5627

Please be advised that due to security concerns on Capitol Hill, mail delivery from the United States Postal Service is experiencing significant delays. As a result, you are strongly encouraged to apply online. If you choose to submit a hard-copy application, we recommend that you send it via Fed-Ex or United Parcel Service (UPS) and that you allow at least 72 hours for delivery, even for overnight packages.
You also have the option of hand delivery of your application, Monday through Friday, from 8:30 a.m. until 4:30 p.m., to the Library of Congress Customer Service Center.

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

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Library Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Culpeper, Virginia</td>
</tr>
<tr>
<td>General Information:</td>
<td>The Processing Technician position is located in the Processing Unit of the Recorded Sound Section, Motion Picture, Broadcasting and Recorded Sound (MBRS) Division at the National Audio-Visual Conservation Center (NAVCC). Incumbent reports to the Processing Unit Head and is responsible for the accessioning, processing, conservation, and reference servicing of the recorded sound collections of the Library of Congress. This position is located in Library Services, Collections and Services, MBRS, Recorded Sound Section.</td>
</tr>
<tr>
<td>Number of Vacancies:</td>
<td>5</td>
</tr>
<tr>
<td>The position description number of the vacancy is 137132.</td>
<td></td>
</tr>
</tbody>
</table>

**EVALUATION OF CANDIDATES:**

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To obtain information about this position and TO APPLY, please click
Major Duties:

Performs duties in support of the processing of library collections.

Performs duties in support of the maintenance of library collections.

Prepares simple materials for reformatting such as digital scanning. Performs duties in support of the Recorded Sound Reference Center.

Qualifications:

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

Knowledge of library or archival processes and procedures.

Ability to use information systems and equipment.

Knowledge of recorded sound history and formats.

Ability to conduct library research.

Ability to communicate effectively other than in writing.

See Other Information for further requirements.

Salary and Benefits:

**Salary Range:** 31,751.00 - 41,271.00 USD per year

**Series & Grade:** GS-1411-05/05

**Position Information:** Full Time Permanent - No time limit

**Promotion Potential:** 08

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

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

This is a non-supervisory, bargaining unit position.

Deadline:

Friday, January 16, 2009

Application:

For current or former Federal employees: Submit a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

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Position Title: Jazz and Classical Music History/Jazz Archivist
Institution: University of Toledo
Location: Toledo, Ohio

General Information:

The Department: The Department of Music is located on the university’s main campus. It employs an excellent faculty of twenty-two full-time and approximately 24 part-time. Degrees offered include the B.M. in Jazz or Classical Performance, B.M. in Jazz-emphasis in Music Business and Recording Arts, B.E. in Music Education, B.E. in Music Education with an emphasis in Jazz, B.A. in Music, M.M. in Classical or Jazz Performance, and M.E. in Music Education. Seven music minor program concentrations are also offered, including; performance, jazz, and music industry. There are 120 music majors. The department plays a vital role in the civic, cultural, and commercial life of the community.

The University, Community, and Area: Founded in 1872, the university is located on an award-winning 255-acre main campus in one of Toledo’s most desirable neighborhoods, and a highly acclaimed medical campus. The university offers the bachelors through doctorate degrees, and has a current enrollment of over 20,000 students. The greater Toledo area is racially and ethnically diverse with a rich cultural life including the renowned Toledo Museum of Art, the Toledo Symphony, Toledo Opera, Toledo Jazz Society, an active jazz and club scene, an excellent zoo, a metropolitan park system, and a science museum. Its location provides residents with excellent recreational opportunities on Lake Erie, and easy access to cities throughout the Midwest.

Responsibilities: Teach graduate and undergraduate courses in Jazz and classical music history as
well as bibliography/research methods. Work closely with the Director of the Jazz Division to organize, maintain and develop the UT jazz Archives including the UT jazz digital resource library and jazz artist specific archives. Additional teaching in World Music, American Music and/or special topic seminars may be assigned when load permits. Conduct significant scholarly research, and oversee music library collection development. Additional responsibilities may include teaching other courses according to area of expertise and departmental needs. Participate in areas of departmental and college service including as jazz division and graduate school faculty.

**Degree and Other Requirements:**

Ph.D. or D.M.A. (ABD considered) in ethnomusicology, musicology or related area. Experience in jazz research and archiving, and evidence of successful teaching experience at college/university level preferred. The ideal candidate will have jazz archival experience (ACA accreditation desirable), scholarly/creative achievement in jazz as well as classical music history, and the ability to work effectively with colleagues across disciplines. The department is especially interested in candidates whose research, creative work, and teaching experiences are in jazz and archives combining ethnography and historiography with skills in new media and technologies.

**Deadline:**

February 1, 2009.

**Application:**

Send letter of application, curriculum vitae, transcripts, three letters of recommendation written specifically for this position, a list of at least five references with contact information, and supporting materials. Supporting materials should include one or more examples of scholarly writing. Materials may be sent electronically to: gunnar.mossblad@utoledo.edu.

Hard copy applications should be sent to:

Gunnar Mossblad, Chair
Jazz/Classical Music History Search
Department of Music MS 605
The University of Toledo
Toledo, OH 43606
419-530-2448

*The University of Toledo is an Equal Access, Equal Opportunity Affirmative Action employer and educator. All applications will be processed within the guidelines of Ohio as an open-meetings, open-records state. Qualified women, minorities, Vietnam-era veterans, disabled veterans and the disabled are encouraged to apply.*
Location: Aspen, Colorado

General Information: The Aspen Music Festival & School (Aspen, CO) seeks a seasonal Head Librarian to supervise the general operations of the AMFS music libraries and seasonal music librarians.

Position Reports to: Director of Operations & Artistic Advisor and Administrator

Primary Responsibilities: Pre-Season work (Off-site January-May)

1. In consultation with the Operations and Artistic Departments, secure performance materials for upcoming season
2. Hire six (6) seasonal music librarians in consultation with the Director of Operations
3. Approve music library related invoices and track music library budgets
4. Work with Operations and Artistic staff to update music library information in ArtsVision database
5. Communicates with conductor management, concertmasters, and principals regarding music library needs (bowings, string reductions, etc.)
6. Manage and update records of AMFS owned music library materials
7. Other related duties as necessary

High Season work (On-site June-August)

- In consultation with the Operations and Artistic Departments, secure performance materials for upcoming season
- Train and manage six (6) seasonal music librarians
- Act as music librarian for Aspen Festival Orchestra (9 performances between mid June–mid August) including preparing and marking parts as necessary in consultation with Operations and Artistic Departments, guest conductors, and concertmasters; organize music folders for orchestra personnel; distribute parts to musicians and track outstanding parts to ensure all are returned at the end of each concert set
- Locate and shelve music
- Approve music library related invoices and track music library budgets
- Work with Operations and Artistic staff to update music library information in ArtsVision database
- Communicates with conductor management, concertmasters, and principals regarding music library needs (bowings, string reductions, etc.)
- Manage and update records of AMFS owned music library materials
materials
- Assists in preparation of future season music library budget
- Other related duties as necessary

Educational/Professional Requirements: College degree and a minimum of 5 years music library experience required; knowledge of classical music and opera, excellent written and verbal communication skills, and knowledge of computers (Microsoft products) and information technology are essential. A demonstrated strong background in interpersonal skills is a must with ability to mitigate and solve difficult issues with musicians, managers, publishers, and seasonal staff. Candidate must have experience in independent work and must be independently motivated; a sense of humor is a must.

Compensation: Stipend commensurate with experience. Includes seasonal housing in Aspen.

Effective Date: Immediate upon engagement

Application Deadline: Position will remain open until filled.

Application: To apply for this position, please submit cover letter, resume, and list of references via email attachment to Matthew Ritter, Director of Operations; mritter@aspenmusic.org. No phone calls please.

Position Title: Music Library: Ensemble Librarian Intern
Institution: Interlochen
Location: Interlochen, Michigan
General Information: 7 positions
Responsibilities: Duties may include distributing music for large performing groups, photocopying, marking string parts, repairing and filing music. Each ensemble librarian will be responsible for all music preparation and distribution for their assigned ensembles and must participate in a team environment.
Qualifications: Attention to detail and ability to work in a fast-paced deadline driven environment are musts. Program requires a 3 day learning-intensive covering the basics of performing ensemble librarianship. Must be able to lift and transport boxes on wheeled carts across campus. Music background is necessary and bachelor’s degree preferred.

For more information please check
### Music Library: Music Reference Intern

**Institution:** Interlochen  
**Location:** Interlochen, Michigan  
**Responsibilities:** Duties may include circulating chamber music/recordings, photocopying, and acting as an information source for music reference.  
**Qualifications:** Excellent customer service skills, attention to detail, and willingness to participate in a team environment required. Music background is necessary and bachelor's degree a plus.  
**Salary:** $800  
**Deadline:** Priority consideration given to completed applications submitted before February 28, 2009.  
**Application:** Required for application: seasonal application, music library supplemental application and three Interlochen reference forms.

### Antiquarian Music and Book Cataloguer

**Institution:** J & J Lubrano Music Antiquarians LLC  
**Location:** Lloyd Harbor, New York  
**General Information:** J & J Lubrano Music Antiquarians LLC are seeking an intern to assist primarily in the cataloguing of antiquarian music and books relating to music and dance. Our company specializes in the purchase and sale of autograph musical manuscripts and letters of composers; first and early editions of printed music; rare books on music...
and dance; and music- and dance- related iconography, including original drawings, prints, and photographs. We are situated in a pleasant residential environment. Lloyd Harbor is located on the north shore of Long Island, just about an hour from New York City.

Qualifications: Some cataloguing experience is desirable, as is some familiarity with music and foreign languages.

Compensation: Stipend negotiable depending upon experience and ability.

Deadline: Rolling. The internship is available immediately.

Application: Apply by e-mail with resumé to info@lubranomusic.com.