## Music Library Association Job Archives – 2010

### JANUARY

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Treasurer &amp; Executive Secretary</td>
<td>Music Library Association</td>
</tr>
</tbody>
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### FEBRUARY

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Ward Project Music Cataloger</td>
<td>Harvard University</td>
</tr>
<tr>
<td>Head Librarian</td>
<td>The Peabody Institute of The Johns Hopkins University</td>
</tr>
<tr>
<td>Music Library Intern</td>
<td>Eastern Music Festival &amp; School</td>
</tr>
<tr>
<td>Head Orchestra Librarian</td>
<td>Qatar Foundation</td>
</tr>
</tbody>
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### MARCH

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Music Librarian</td>
<td>Duke University</td>
</tr>
<tr>
<td>Assistant Music Librarian</td>
<td>Cornell University</td>
</tr>
<tr>
<td>Information Literacy Librarian (with Music focus)</td>
<td>Davidson College</td>
</tr>
</tbody>
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### APRIL

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Access Services/Music Librarian</td>
<td>University of the Pacific</td>
</tr>
<tr>
<td>Special Collections Librarian</td>
<td>Oberlin Conservatory</td>
</tr>
<tr>
<td>Ward Project Music Cataloger</td>
<td>Harvard University</td>
</tr>
<tr>
<td>Music and Performing Arts Librarian</td>
<td>Grant MacEwan University</td>
</tr>
<tr>
<td>Special Collections &amp; Archives Librarian</td>
<td>California State University, Northridge</td>
</tr>
<tr>
<td>Manager, Resource Processing and Description (Cataloging) / Asst. Professor of University Libraries</td>
<td>University of Northern Colorado</td>
</tr>
</tbody>
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### MAY

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Assistant Instruction Librarian / Music Subject Specialist</td>
<td>Occidental College</td>
</tr>
<tr>
<td>Reference and Electronic Resources Librarian</td>
<td>Cleveland Institute of Music</td>
</tr>
<tr>
<td>Music &amp; Digital Services Librarian</td>
<td>Marshall University</td>
</tr>
<tr>
<td>Assistant Librarian—Project Archivist</td>
<td>University of Michigan</td>
</tr>
<tr>
<td>Part-Time Archives Assistant</td>
<td>The Juilliard School</td>
</tr>
<tr>
<td>Placement Officer</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>Oklahoma City University</td>
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### JUNE

<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Head of Arts and Archives</td>
<td>Ohio University</td>
</tr>
<tr>
<td>Assistant Music Librarian—Collection Development</td>
<td>Florida State University</td>
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<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Assistant Catalog Librarian</td>
<td>Berklee College of Music</td>
</tr>
</tbody>
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**JULY**

<table>
<thead>
<tr>
<th>Special Collections Librarian and Curator of the James and Susan Neumann Jazz Collection (Revised)</th>
<th>Oberlin Conservatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian</td>
<td>Bok Tower Gardens</td>
</tr>
<tr>
<td>Audiovisual Archivist</td>
<td>Rock and Roll Hall of Fame and Museum</td>
</tr>
</tbody>
</table>

**AUGUST**

<table>
<thead>
<tr>
<th>Web Editor for the Copyright for Music Librarians Website</th>
<th>Music Library Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Assistant</td>
<td>Rock and Roll Hall of Fame and Museum</td>
</tr>
<tr>
<td>Jeffrey R. Krull Gallery Librarian II</td>
<td>Allen County Public Library</td>
</tr>
<tr>
<td>Music Subject Specialist/Music Catalog Librarian</td>
<td>Syracuse University</td>
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**SEPTEMBER**

<table>
<thead>
<tr>
<th>Music Cataloger</th>
<th>University of Chicago</th>
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<tbody>
<tr>
<td>Music Librarian</td>
<td>University of Oregon</td>
</tr>
<tr>
<td>Fine Arts Subject Specialist Librarian</td>
<td>CSU Chico</td>
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**OCTOBER**

<table>
<thead>
<tr>
<th>Head of Music Library</th>
<th>University of South Carolina</th>
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<tbody>
<tr>
<td>Music Librarian</td>
<td>University of Hong Kong</td>
</tr>
<tr>
<td>Head of Music Library</td>
<td>Interlochen Center for the Arts</td>
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**NOVEMBER**

<table>
<thead>
<tr>
<th>Advertising Manager</th>
<th>Music Library Association</th>
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<tbody>
<tr>
<td>Reference Librarian</td>
<td>Berklee College of Music</td>
</tr>
<tr>
<td>Curator of the Harvard Theatre Collection</td>
<td>Harvard University</td>
</tr>
<tr>
<td>Arts Librarian</td>
<td>The College of William and Mary</td>
</tr>
<tr>
<td>Music Cataloger (part-time)</td>
<td>Old Dominion University</td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Rock and Roll Hall of Fame and Museum</td>
</tr>
<tr>
<td>Temporary Music Cataloger</td>
<td>University of Notre Dame</td>
</tr>
<tr>
<td>Music Librarian</td>
<td>University of South Carolina</td>
</tr>
<tr>
<td>Position Title</td>
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<tr>
<td>Editor for Music Cataloging</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>Arts and Humanities Librarian</td>
<td>Humboldt State University</td>
</tr>
<tr>
<td>Music Librarian, MRC</td>
<td>Memorial University of Newfoundland</td>
</tr>
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### Position Title: Assistant Treasurer & Executive Secretary

### Institution: Music Library Association

The Assistant Treasurer/Executive Secretary actively assists the Treasurer/Executive Secretary in the performance of his/her duties overseeing the financial and administrative functions of the Association, eventually assuming the position of Treasurer/Executive Secretary (see Term, below). Both positions work 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 Assistant Treasurer/Executive Secretary learns about budgeting and payment processes; assists in the preparation and distribution of various reports and the annual calendar; and may serve in emergencies or as otherwise requested for the Treasurer/Executive Secretary in any of his/her roles. The Assistant Treasurer/Executive Secretary is expected to work closely with the Association's administrative office, the President, and the Board to carry out the mission of the Association.

The Assistant Treasurer/Executive Secretary is an ex-officio voting member of the Development, Finance, and Publications Committees, as well as the MLA Promotional Sales Subcommittee, and an ex-officio, non-voting member of the Investments Subcommittee. The Assistant Treasurer/Executive Secretary works closely with the Treasurer/Executive Secretary on these committees.

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

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

**Qualifications:**
The position requires a dynamic, well-organized, and detail-oriented individual with a demonstrated ability to communicate diplomatically and effectively; five years of active MLA membership and a current firm knowledge of the organization; administrative experience and knowledge of management principles (including fiscal operations); electronic mail and computer access and literacy. Experience with Microsoft Access, Microsoft Excel, and QuickBooks (or other standard bookkeeping/accounting software) is preferred. Membership in MLA is required. The Assistant Treasurer/Executive Secretary receives an honorarium and support for expenses necessary to carry out the responsibilities of the position (travel, telephone, postage, supplies, etc.).

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

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

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

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**Position Title:** Ward Project Music Cataloger

**Institution:** Harvard University

**Location:** Cambridge, Massachusetts

**General Information:** Reporting to the Head, Rare Book Team, catalogs the collection of ballet, opera, and dance materials given to the Theatre Collection by Professor Emeritus John Ward, both electronically (in HOLLS) and in printed form (catalogues published by the Houghton Library). Also catalogs other music materials acquired by the Houghton Library.

**Responsibilities:**
- Responsible for online original and adaptive cataloging of Ward Collection materials and other music collections according to national standards.
- Investigates the origins of manuscripts; the circumstances of the work's performance, if it was performed; and determines the various participants in the creation of the work (performers, composers, librettists, and choreographers).
- Publishes printed catalogues to the Ward Collection.
- Performs reference work for the Ward Collection and provides assistance to
Curators and Public Services staff in areas of bibliographical expertise.
- Assists in the training and evaluating of the work of the Rare Book Team.

PLEASE NOTE: This is a term position to be reviewed annually no later than June 30, 2010.

Qualifications:
- MLS required with specialization in cataloging and a Masters in music history. Four years of experience in an academic library required, preferably in technical services and in cataloging music. Knowledge of Aleph library management system or other online cataloging system. Experience with Microsoft Word, Excel, Photoshop and other computer programs to be used in the preparation of the printed catalogs. A solid working knowledge of at least one foreign Western European language is required.
- Experience with cataloging pre-1820 materials preferred. Experience with desktop publishing a plus. Good organizational skills and the ability to work well with others.
- An understanding of material in MARC format, an understanding of the principles of rare book cataloging, and a broad knowledge of music history and music bibliography preferred.

Salary and Benefits:
- Time Status: Full-time
- Salary Grade: 057
- Union: 00 - Non Union, Exempt or Temporary

 Deadline: May 9, 2010

Application: Apply online: https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25240&siteid=5341
[Click on the red link for Search openings. In the new window, please find the box for "Auto req ID," and insert the following code: 20329BR]
Music Festival. The Music Library Interns will assist the Music Librarian for the Eastern Music Festival in the distribution, collection, and inventory of music for three orchestras as well as chamber music ensembles. Other areas of experience include the provision of bowings, rehearsal markings, etc. as indicated by the principals and the Music Librarian, and assistance in any end-of-season music library matters.

**Qualifications:**
Applicants should be at least 21 years of age. Applicants should be patient and meticulous in their work. Strong communication skills are a must. The dates for this position are June 19 through August 2, 2010.

**Salary and Benefits:**
$800 + room and board

**Application:**
Applicants should download and complete the Summer Employment Application located on the EMF website (www.EasternMusicFestival.org/employment.php), send a cover letter, résumé, and two letters of recommendation by March 15th to:

Summer Employment  
Eastern Music Festival  
PO Box 22026  
Greensboro, NC 27420  
Attn: Nana Wolfe-Hill  
To apply, visit www.EasternMusicFestival.org  
or call 336.333.7450 x28

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**Position Title:** Head Librarian  
**Institution:** The Peabody Institute of the Johns Hopkins University  
**Location:** Baltimore, Maryland  
**General Information:**
The Peabody Institute of The Johns Hopkins University is the nation's oldest chartered conservatory of music, founded in 1857 by George Peabody. Located in historic Mount Vernon Square in downtown Baltimore, Maryland, the Conservatory offers programs leading to the Bachelor of Music, Master of Music and Doctor of Musical Arts in various majors. The student body of 700+ students includes a diverse and talented group of young performers from many countries. Its faculty includes an internationally known group of performing artists and scholars.

The Arthur Friedheim Library's collections include over 130,000 items including books, scores, journals, AV materials, e-resources, manuscripts, and rare materials. The library supports the curricular and research needs of the Conservatory faculty and students, and the interests of the broader community, including Hopkins faculty and students, the Preparatory Division, and Conservatory alumni. [http://www.peabody.jhu.edu/library](http://www.peabody.jhu.edu/library).
The Peabody Archives documents Peabody's history as well as the cultural development of Baltimore and the State of Maryland from the mid-nineteenth century to the present. The Archives includes the records of the Conservatory, the former Peabody Lecture Series and Gallery of Art, and the George Peabody Library, now a part of the Johns Hopkins Sheridan Libraries. The Archives also holds the personal papers of faculty, alumni and noted musicians as well as records of many of the performing arts institutions in the Baltimore area. It is open to scholarly researchers and to the general public.

Responsibilities:

The Head Librarian is responsible for managing the budget, staff, and all functions related to the music library and the archives with overall responsibility for providing a broad range of information sources (including books, scores and parts, audiovisual materials, manuscripts, and electronic resources) to support the curricular and research needs of the faculty and students of the Peabody Conservatory of Music as well as the larger Johns Hopkins University community. The Head Librarian reports to the Dean of the Conservatory/Deputy Director of the Institute, and works closely with the Peabody Conservatory faculty on collection development. Also, the Head Librarian works collaboratively with the staff and leadership team of the Johns Hopkins libraries in building and maintaining joint initiatives beneficial to library services of the university.

The successful candidate will provide curricular oversight for the required graduate course in Music Bibliography and teach one section per semester as part of the workload.

Qualifications:

A Master's degree in Library Science from an ALA accredited program, at least 5 years of demonstrated, progressively responsible experience including supervisory experience in an academic library; a strong background in music; excellent communications and interpersonal skills; experience with management of music materials and electronic information resources; basic knowledge of two major European languages, preferably French, German, Italian or Spanish. Must have reference experience; demonstrated ability to plan and implement long-term projects and to develop and contribute to new services and digital library initiatives.

Preferred:

An advanced degree or significant graduate-level course work in music; experience in web page (HTML) design and coding; record of scholarly activity; and experience with instructional technology and digital media are desired.

Deadline:

April 1, 2010

Application:

Candidates should submit an application, resume and cover letter on line to the JHU Employment website: https://hrnt.jhu.edu/jhujobs
Reference # 42880
The Peabody Institute is an equal opportunity, affirmative action employer
NOTE: The successful candidate for this position will be subject to a pre-
Position Title: Head Orchestra Librarian  
Institution: Qatar Foundation  
Location: Qatar

**General Information:**
The Head Orchestra Librarian is responsible for providing, organizing, and marking all of the music needed for performances, and for maintaining the orchestra's library of parts and scores.  
Reports to: Manager, Orchestra Operations

**Responsibilities:**

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

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

**Concert/Rehearsal Duties**
1. For assigned rehearsals and concerts, arrive one hour early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternative. Set conductor's scores and batons; collect and store all music at conclusion of service.
2. Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs related to printed music.
3. Follow up at every rehearsal with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page
turns, etc.

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

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

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

Communication and Working Relationships:
Internal
1. Senior Orchestra Management: Managing Director, Manager of Artistic Planning, Manager of Stage Production, and Manager of Orchestra Operations.
2. Orchestra Operations Staff: Assistant Librarian and Orchestra Personnel Manager
3. Production Department Staff: Assistant Stage Manager and Stage Hands.
5. Artistic and Academic leaders: Conductors, Music Directors, and Dean.
6. Artistic staff: Musicians and guest artists.

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

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

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

### Qualifications:

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

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

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

### Application:
Please send CV and cover letter to:
Hilal A. R Karbelkar
Recruitment Administrator
recruitment@qf.org.qa.

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<thead>
<tr>
<th>Position Title:</th>
<th>Music Librarian</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Duke University</td>
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<tr>
<td>Location:</td>
<td>Durham, North Carolina</td>
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<tr>
<td>General Information:</td>
<td>Based in the Biddle Music Building, the Music Librarian develops and manages the print and non-print collections of the Music Library and provides specialized reference assistance and instruction to library users. The position reports to the Head of East Campus Libraries. The Music Librarian is a member of the Libraries’ Humanities Group, which coordinates services and collections in all areas of the humanities.</td>
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<tr>
<td>Working Conditions</td>
<td>• Normal office environment</td>
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</tbody>
</table>
- Occasional weekend and holiday shifts required
- Occasional travel required
- Must be able to work in an environment in which exposure to materials containing dust and mold is possible

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 person in this position.

Environment

Since its founding in 1924, Duke University has grown into one of the most prestigious private universities in the world and its medical center ranks annually among the top in the nation. The Duke University Libraries are the shared center of the university’s intellectual life, connecting people and ideas. The Libraries consist of the William R. Perkins Library and its branches: Rare Book, Manuscript and Special Collections, Lilly, and Music and the library at the Duke Marine Laboratory in Beaufort. Duke's library holdings of 6.1 million volumes are among the largest of private universities in the United States.

Duke's hometown is Durham, North Carolina, a city with vibrant research, medical and arts communities, and numerous shops, restaurants and theaters. Durham is located in the Research Triangle, a growing metropolitan area of more than one million people that provides a wide range of cultural, recreational and educational opportunities. The Triangle is conveniently located just a few hours from the mountains and the coast, offers a moderate climate, and has been ranked among the best places to live and to do business.

Duke offers a comprehensive benefit packages which includes both traditional benefits such has health insurance, leave time and retirement, as well as wide ranging work/life and cultural benefits. Details can be found at: http://www.hr.duke.edu/benefits/duke_benefits.html.

Responsibilities:

- In consultation with Duke University Music Department faculty and other library users, develops the Music Library’s collection in a systematic and balanced manner, selecting both current and retrospective materials to support the curriculum and research needs of the university community; has direct responsibility for the selection of all print, digital, and media materials for the Music Library, which is located in the Biddle Music Building.
- Serves as primary liaison between the Music Library and Music Department faculty and students, taking initiative to identify and meet their resource and service expectations and to facilitate ongoing communication regarding library resources and services.
- Provides specialized reference and research assistance to the university community and promotes use of the Music Library’s resources throughout the university.
- Works with the Head of East Campus Libraries and staff to promote the development of innovative and highly responsive library services and programs and to ensure the effective utilization of space.
• Promotes use of subject-specific information resources and services in ways that meet user needs and expectations, utilizing current technologies and information tools; oversees the development of the Music Library’s virtual presence.

• Works at the public services desk (Music and Lilly), including evening, holiday, and weekend rotations; answers reference questions and instructs patrons in person or via phone, virtual reference, instant messenger, or e-mail.

• Participates in the Duke University Libraries’ instructional program by providing classroom and individual instruction and creating and maintaining subject and course guides.

• For the music collections, formulates collecting policies; manages collections budgets; monitors and reviews approval plan profiles, gifts, and exchanges; selects materials for transfer to the Library Service Center and participates in conservation and preservation decisions.

• Undertakes systematic and formalized assessment of the collections and services of the Music Library and uses assessment data to improve collections and services as appropriate.

• Participates in relevant subject librarian groups and fosters collaboration with other subject librarians and technical services staff at Duke and with relevant personnel at other institutions, including the Triangle Research Libraries Network (TRLN).

• Participates in library, university, and professional activities as appropriate.

• Performs other tasks as designated by the department head or library administration.

Supervisory Responsibilities
None

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: MLS from an ALA-accredited program or an advanced degree in a field of music.

Preferred: MLS from an ALA-accredited program and a PhD in a field of music.

Experience
Required: At least one year of experience in reference and/or collection development in an academic, research, or large public library (including collection development responsibilities from a variety of sources) or combination of comparable academic degree and experience; strong academic background in music; understanding of the library’s role in music teaching and research; ability to work successfully in a highly collaborative environment; demonstrated success in
collection development, reference assistance, and instruction and outreach activities related to library resources and services; familiarity with current trends in research libraries; excellent organizational, interpersonal, and oral and written communication skills as well as a strong commitment to public service; working knowledge of German, Italian or French.

Preferred: Three years of experience working in an academic research library; prior experience working in a music library; demonstrated written and oral proficiency in German, Italian, and/or French.

Salary and Benefits:
Salary and rank dependent on qualifications and experience. Comprehensive benefits package includes 20 days vacation, 13 holidays, 12 days sick leave; health, dental, disability and life insurance and support for professional development and training.

Deadline:
Review of applications will begin immediately 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 MUSIC LIBRARIAN 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.

Position Title: Assistant Music Librarian
Institution: Cornell University
Location: Ithaca, New York

General Information: Cornell University Library seeks a creative, knowledgeable, and user-oriented Assistant Music Librarian who will provide leadership in music technical services and will contribute to the public service mission of the Sidney Cox Library of Music and Dance. Responsibilities include original and complex copy cataloging for audio-visual materials, coordination of day-to-day music technical services work, collection development for audio-visual materials, instruction, reference and consultation for a wide range of users, and maintaining the Music Library web site. The successful candidate will be comfortable in exploring emerging technologies and standards for music description and access, and will welcome working in a collegial and collaborative environment. Cornell University is an Ivy League comprehensive research university located in Ithaca in the scenic Finger Lakes region of upstate New York. The town and university offer a unique cosmopolitan and international atmosphere in a beautiful...
natural setting of waterfalls, gorges, and lakes. The university comprises 14 schools with 2600 faculty members and 20,000 students enrolled in undergraduate, graduate and professional schools. The Cornell University Library is a vigorous professional organization with a strong track record in innovation and service quality. It contains nearly 8 million printed volumes, 62,000 current serials, 378,000 networked electronic resources, and rich materials in other formats. The Library was a recipient of the Association of College and Research Libraries' Excellence in Academic Libraries Award in 2002.

Position Details: In close consultation with the Music Librarian and under the direction of the Director of the Cataloging Division, Central Library Operations (CLO), the Assistant Music Librarian has a holistic role that facilitates access to Music Library materials and services by creating original, user-centered, discovery metadata to support enduring access to Music Library materials received in all formats, with a focus on non-print materials; coordinates the day-to-day work of technical services support staff for the Music Library’s collections; provides collection development, instruction, outreach, and reference services for the Music Library; and maintains the Music Library’s web site. The Assistant Music Librarian coordinates, consults, or assists with special projects related to organizing Music resources, both circulating and rare, for effective use. The Assistant Music Librarian actively participates in appropriate professional activities at the local, regional, and national levels.

Responsibilities/Essential Functions:
Music Library Technical Services (50%)

Coordinates the day-to-day work of staff responsible for acquisitions, cataloging, and processing of music library materials. As needed, trains staff in standards-based rules used in the description of music materials. Provides quality control review as necessary. Guides and advises staff in acquisitions procedures for Music Library audio-visual resources. Oversees processing of music items, and assists in writing or editing unit technical services documentation. In consultation with the Music Librarian and CLO staff, recommends implementation of new and emerging technologies as they pertain to music retrieval. Creates permanent original machine-readable bibliographic, authority, and holdings records in the MARC format based on an in-depth understanding of appropriate cataloging standards, focusing primarily on audio-visual resources for the Music Library’s collections. Participates in the NACO music funnel project. Consults with the music print resources cataloger on cataloging issues. Given the position’s mix of duties and allowing for special circumstances, annually produces a reasonable share of the quantity of original cataloging, in a timely manner and with few errors that impede searching and retrieval in the online catalog. Serves as department liaison between the Music Librarian, the Music Library staff, and CLO.

Music Library Public Services and Collection Development (40%)
Provides reference services to the public at the Music Library reference desk, as
well as through individual consultations. Fosters classroom and research use by Cornell faculty, students, and other researchers through instruction sessions, workshops, and public presentations. In close consultation with the Music Librarian and Music faculty, evaluates and selects new audio-visual materials for the Music Library collection.

**Professional Activities (10%)**

Keeps abreast of, and contributes as appropriate to, current developments in the profession. Examples include new and emerging technologies, especially as they apply to the organization of library music collections, both physical and virtual; changes in rules, best practices, and standards used in information organization; and emerging forms of resource description. Actively participates in CUL working groups, task forces, instruction programs, and committees. Seeks out appropriate roles in technical services or other professional committees, research, and/or publication on the regional, national or international level.

**Supervision of Others:** Coordinates the day-to-day work of music technical services staff. May have functional supervisory responsibilities for other staff or for student workers as department needs dictate.

**Qualifications:**

M.L.S. or equivalent from an ALA-accredited university and an academic music background. Graduate-level training in Music is desirable. Interest in and knowledge of a wide variety of music genres. A graduate degree at the master’s level or above in Music, plus demonstrated library expertise, may be substituted for the M.L.S. Three years or more of relevant work experience, preferably in a research-level music library. Native-level fluency in English with excellent oral and written communication skills. Reading knowledge of at least one, but preferably two, foreign languages (German preferred). Demonstrated interest in technical services and music library issues on the regional, national or international level. Demonstrated supervisory, communication, and interpersonal skills. Demonstrated ability to work effectively in a team setting. Demonstrated ability to manage projects successfully. Evidence of ability to plan, to analyze, and to solve problems creatively and flexibly, both independently and in groups, and to succeed in a complex, rapidly changing environment. Strong service orientation and interest in library users’ values and needs.

**Salary and Benefits:** Comprehensive benefits package including 22 vacation days, 11 paid holidays, health insurance, life insurance, and university retirement contributions (TIAA-CREF and other options). Professional travel funding available.

**Deadline:** 05/03/2010

**Application:** We expect to post the job on March 25th on the University’s job site: [http://www.ohr.cornell.edu/jobs/](http://www.ohr.cornell.edu/jobs/) under the job category of Librarians with a posting close date of May 3, 2010. Follow the instructions for online submission. Please include a cover letter, resume, and the names, phone numbers, and addresses for three references. Review of applications will begin immediately and will continue until the position is filled. Salary will be competitive and commensurate with experience. Visa sponsorship is not available for this position.
Cornell University is an Affirmative Action/Equal Opportunity Employer strongly committed to diversity. We value qualified candidates who can bring to our community a variety of backgrounds and experiences.

**Position Title:** Information Literacy Librarian (with Music focus)

**Institution:** Davidson College

**Location:** Davidson, North Carolina

**General Information:**
New librarians: start your career at a top-ranked liberal arts college! Do you have a passion for teaching? Do you enjoy working with students and faculty? Help us expand our information literacy program and teach our outstanding students in class and one-on-one. We want your newbie enthusiasm and fresh ideas, and we’ll mentor you in your growth.

The Davidson College Library is looking for an enthusiastic, creative, service-oriented librarian to join our team. The successful candidate will participate fully in the library’s information literacy initiatives and work closely with students, faculty, and staff. At Davidson, every staff member has the opportunity to make a difference; we offer all of the benefits of a small college environment along with resources that are more commonly found in larger institutions.

**Responsibilities:**
- Teach course-integrated and stand-alone information literacy sessions in music and all other subjects and disciplines taught at the college
- Provide research assistance to students and faculty both individually and in groups
- Staff the reference desk, including some evening and weekend shifts (in rotation with other librarians)
- Assist with the selection and evaluation of the music collection
- Assist with the development of user guides and training materials
- Provide outreach to music department students, faculty, and staff
- Other duties as assigned

**Qualifications:**
- MLS from an ALA-accredited program
- Substantial course work in music
- Ability to read music
- Strong interpersonal skills
- Strong oral and written communication skills
- Strong service orientation
- Ability to work collegially and collaboratively
- Demonstrated interest in information literacy
- Knowledge of and familiarity with information resources
- Enthusiasm for learning and applying new technologies in an academic environment

**Desired:**
- Direct familiarity with an academic library
Salary and Benefits: This is a 12-month, full-time position reporting to the Assistant Director for Information Literacy and Content Selection. The anticipated start date is no later than summer 2010.

Deadline: Review of applications will begin on April 15, 2010.

Application: Finalists will be asked to teach two sample information literacy lessons during an on-campus interview. To apply: visit https://jobs.davidson.edu. Please include a cover letter, resume, and the names, addresses, e-mail addresses, and telephone numbers of three references.

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

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

Position Title: Access Services/Music Librarian
Institution: University of the Pacific
Location: Stockton, California

General Information: The University of the Pacific, an independent coeducational institution with 6400 students and 440 FT faculty, has campuses in Stockton, San Francisco, and Sacramento. In 2009, the University of the Pacific’s Stockton campus was ranked as the fifth most beautiful campus in the nation.

Responsibilities: Responsible for public services, collection development, and technical and digital services areas supporting the Conservatory of Music, founded in 1878--the oldest music school on the West Coast. Develops and delivers on public, digital, and technical services initiatives to include Cataloging & Metadata, Digital Initiatives, and education and outreach to Conservatory students and faculty as well as provide leadership in design and implementation of access services, including circulation and reserves.

Qualifications: Required: 

Everything starts with experience.
ALA-accredited master’s degree in library or information science.  
**Preferred:**  
Academic degree in music.

**Salary and Benefits:**  
Salary from $50k negotiable.  
Benefits include 24 days’ vacation, 15 holidays/seasonal days; excellent support for professional development; TIAA-CREF retirement; tuition remission; health, dental, vision.

**Deadline:**  
Review of applications will begin on May 15, 2010.

**Application:**  
University of the Pacific is an equal access, equal opportunity, affirmative action employer, that is fully committed to achieving a diverse faculty and staff. For full job announcements and listing of requirements, see [http://web.pacific.edu/x4728.xml](http://web.pacific.edu/x4728.xml).

Send letter of application, resume, and the name, address, and phone numbers of three current references to  
Sally DeLorenzo  
Administrative Assistant  
University Library  
University of the Pacific  
3601 Pacific Avenue  
Stockton, CA 95211  
or email sdelorenzo@pacific.edu.  
Applications will be accepted until the position is filled.

Pacific is an equal opportunity employer and is committed to broadening the diversity of its workforce. All applications and résumés are welcome.

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**Position Title:** Special Collections Librarian and Curator of the James and Susan Neumann Jazz Collection  
**Institution:** Oberlin Conservatory  
**Location:** Oberlin, Ohio  
**General Information:** The Oberlin Conservatory Library seeks an innovative, experienced librarian/curator to join its staff. This is a full-time, 12-month, Administrative and Professional Staff position reporting to the Conservatory Librarian.  
**About the Oberlin Conservatory Library:** The Oberlin Conservatory Library is one of three branch libraries on the Oberlin campus, and the only one to offer a complete array of library services providing all public and technical services as well as collection development of scores, sound recordings, books, and journals. The Conservatory Library currently employs three professional librarians, the special collections curator, paraprofessional staff, and...
approximately 10 FTE student assistant staff. The Conservatory Library’s general collection exceeds 250,000 books, scores, sound recordings and serials subscriptions representative of all historical periods of Western art music as well as world, jazz, folk, and popular music. President Barack Obama awarded the 2009 National Medal of the Arts to the Oberlin Conservatory in recognition of the wealth and depth of its creative expressions. This spring marks another milepost in Conservatory history when a fourth building is added to the complex. Noted for its gold LEED standard design and as the new home for the Conservatory’s jazz program and recording studio, the Bertram and Judith Kohl Building will also house the Conservatory Library’s special collections, including: the Violin Society of America/H. K. Goodkind Collection of books on all aspects of stringed instruments; the books, music, and documents of Frederick (Eric) R. Selch which focus on American music and instruments; and the James and Susan Neumann collection of jazz recordings and memorabilia.

About the Library System:
Recipient of the 2002 ACRL Excellence in Academic Libraries award, the Oberlin College Library is one of the nation’s largest and most complex college library systems. Its 1.4 million cataloged volumes are located in the main library, three branches (art, music, and science), and on- and off-site storage facilities. The Academic Commons in the main library integrates learning support services from across campus. It features collaborative study spaces, combined circulation/reserve desk, research help desk, technology support office, computer classroom, multimedia lab, writing center, current reading area, and café. The Library is a member of OhioLINK, has been a federal depository since 1858, and is fully automated with Innovative Millennium, ILLiad interlibrary loan, and EMS event scheduling systems, as well as CONTENTdm and DSpace servers. The Library’s special collections include outstanding holdings in literature, drama, history, religion, history of the book, book arts, music, and political and social movements. The rich holdings of the College Archives document the history and development of the College and the town of Oberlin as well as social and religious movements related to the College’s history, such as antislavery, black education, coeducation, missions, temperance, cultural diversity, ecology, and the environment. The Library is committed to advocacy for open access and scholarly communication initiatives, enhanced information access through technology and digitization projects, educating and empowering users, and creating welcoming spaces that foster academic community. The Library has an active diversity program and provides support for professional development activities.

About Oberlin:
Oberlin College, an independent coeducational institution with 2,800 undergraduates, is one of America’s most distinguished liberal arts colleges, deeply committed to academic and artistic excellence, social justice, and service learning. Founded in 1833, its heritage is one of respect for the individual and active engagement with the larger society. It was the first coeducational institution to grant bachelor’s degrees to women and the first to adopt a policy of admitting students of color; the College was also among the first to prohibit discrimination.
Based on sexual orientation. Oberlin has been the source of more Ph.D.s than any other liberal arts college. Its Conservatory of Music is internationally renowned for preparing students for careers as professional musicians and music educators. The College's size, residential character, diversity, and selectivity create an atmosphere enhancing intellectual and personal growth. More information about Oberlin College can be found at http://www.oberlin.edu. Oberlin, Ohio (pop. 8,600), is a diverse community with a vibrant cultural life located 35 miles from Cleveland. In 2004, The National Trust for Historic Preservation named Oberlin as one of 12 “Distinctive Destinations” in the United States for its remarkable architecture, public spaces, and cultural offerings.

**Responsibilities:**

Oversee the development, curation, arrangement, description, access, and promotion of the James and Susan Neumann Jazz Collection and other Conservatory Library special collections; promote use of special collections, including the development of virtual and onsite exhibits, independently and in cooperation with faculty and visiting researchers; work with Conservatory Library Public Services to coordinate reference, instruction and outreach activities; work with Conservatory Library Technical Services to coordinate the organization, access, and preservation of the Conservatory Library’s special collections; work with the Library’s Digital Projects Workgroup to design and implement special collections digitization projects; create inventories and other types of finding aids and descriptive tools; create presentations on various aspects of special collections; develop liaison relations with jazz studies program; train and supervise staff in special collections projects; develop and implement grant proposals and projects associated with the Conservatory Library’s Special Collections; and remain informed of developments in recording and digital technology, archival studies, copyright policy, preservation, and professional ethics.

**Qualifications:**

**Required:**

ALA-accredited master’s degree in Library Science or equivalent accredited graduate archives management program; musicological background or extensive musical training with emphasis on American music and jazz; three years professional library or archives experience; knowledge of and experience with digital library technologies, standards, and web design; demonstrated proficiency with computers and software including Office suite, the Web, and library-relevant information technology applications; experience in archival processing and digital information technologies toward use in a special collections setting; successful supervisory experience; excellent oral, written and interpersonal communication skills; ability to relate well to donors and vendors; ability to work creatively and collaboratively as a team member; excellent organizational and project management skills; and commitment to professional development demonstrated through strong interest in local or national committee work, research, and publication.

**Desired:**

Graduate degree in musicology with emphasis on American music and jazz.
**Salary and Benefits:**
Within the range established for this position, salary is competitive and commensurate with qualifications and experience. Excellent benefits package (summary available at [http://www.oberlin.edu/HR/benefits/Benaps.pdf](http://www.oberlin.edu/HR/benefits/Benaps.pdf)).

**Deadline:**
Application review begins immediately and may continue until the position is filled. To ensure consideration, submit applications by June 15, 2010.

**Application:**
Please provide letter of interest, résumé, and names of three references (including address, email, and phone number). Applicants are encouraged to email documentation to library.job@oberlin.edu (MS Word or PDF formats preferred). Alternatively, applications may also be mailed to:
Conservatory Special Collections Librarian Search Committee
Main Library
Mudd Center
148 West College Street
Oberlin, OH 44074-1545.
Oberlin is an Affirmative Action/Equal Opportunity employer. The College actively seeks a racially, ethnically, and culturally diverse staff and student body.

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<tr>
<th>Position Title:</th>
<th>Ward Project Music Cataloger</th>
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<tr>
<td>Institution:</td>
<td>Harvard University</td>
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<td>Location:</td>
<td>Cambridge, Massachusetts</td>
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**General Information:**
Reporting to the Head, Rare Book Team, catalogs materials from the collection of ballet, opera, and dance materials given to the Harvard Theatre Collection by Professor Emeritus John Ward. Also catalogs other music materials acquired by the Houghton Library. Please Note: This is a term position to be reviewed annually no later than June 30, 2011.

**About the Harvard College Library:**
Founded in 1638, Harvard has a rich legacy of libraries that continues into the 21st century. The Harvard College Library (HCL), within the Faculty of Arts and Sciences, is comprised of 10 libraries with combined holdings of over 15 million items. HCL includes major collections in the sciences, fine arts, music, humanities, film, maps, theatre, government documents, and rare books and manuscripts. HCL provides library services to the faculty and students of Harvard as well as the world-wide community of scholars and researchers. Please visit our web site at [http://www.hcl.harvard.edu/](http://www.hcl.harvard.edu/)

**Responsibilities:**
- Responsible for online original and complex copy cataloging of Ward Collection materials (16th - 20th c.) according to national standards.
- Researches the origins of said material, the circumstances of a work’s performance and its subsequent publishing history; determines the participants in the creation of the work (performers, composers, librettists,
and choreographers) and does correlating authority work
- Works with donor and other staff in the process of acquisition
- Catalogs other music materials acquired by the Houghton Library.
- Assists in the operations of the Rare Book Team, including attending meetings and contributing to documentation

Qualifications:

Basic:
- MLS or equivalent experience required with specialization in cataloging.
- Masters in music history-related subject.
- Two years of technical services experience in an automated library environment, including knowledge of national content and descriptive standards (AACR2, MARC, etc.).
- Experience in cataloging music and historical materials.
- A solid working knowledge of at least one Western European language.
- Broad knowledge of music history and music bibliography required.
- Proficiency with Microsoft Office, ALEPH, OCLC and RLIN required.

Additional:
- Excellent organizational skills, with the ability to work well independently and with others.
- Understanding of cataloging different types of material in MARC format.
- Understanding of the principles of rare book cataloging.
- Experience in academic library technical services preferred.
- Working knowledge in rare-book cataloging of pre-1820 imprints preferred.
- Working knowledge of more than one Western European language preferred.

Application:
To apply to this position, please submit a cover letter and resume to: Harvard Employment Website - Project Music Cataloger
https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?jobId=707383&PartnerId=25240&SiteId=5341&type=mail&JobReqLang=1&recordstart=1&JobSiteId=5341&JobSiteInfo=707383_5341&gqid=0

Harvard University is an Affirmative Action/Equal Opportunity Employer.
applied degree programming is offered on the campus including design studies, fine art, theatre production, theatre arts, journalism, music, professional writing and arts and cultural management. The Bachelor of Music degree will commence in Fall 2011 and a Bachelor of Communication Studies is awaiting approval for a Fall 2011 launch. The Library at this campus houses a collection of approximately 35,000 items. Audio-visual and technology services for the campus are offered within the Library which houses 78 computer workstations including a 26 seat library instruction lab.

Responsibilities:
For the first year of this newly created position, the emphasis will be on conducting a needs assessment to identify library services and collections required to support the Bachelor of Music in Jazz and Contemporary Popular Music. The incumbent will examine best practices in undergraduate libraries that serve faculty and students in music and performing arts programs, evaluate e-content and streaming media collection delivery, and work collaboratively with music faculty to develop music collections and services in support of the new music degree.

Qualifications:
Applicants require a Master of Library and Information Science or equivalent from an ALA accredited program and a degree or additional post-secondary education in music. Several years of academic library experience, including reference, collection development and information literacy instruction in the performing arts is required. Excellent interpersonal and communication skills are essential, as well as a strong customer service orientation and the ability to work collegially in a team environment. Knowledge of and experience with streamed media technologies, metadata and cataloguing standards for multimedia formats, copyright as it relates to digital resources, and needs assessment are definite assets.

Salary and Benefits:
The University has a competitive benefits package for faculty. This position is included under the Faculty Association Collective Agreement

Salary Range:
Commensurate with education and experience.

Deadline:
May 25, 2010 at 12 noon

Application:
Applicants should submit a letter of application along with a resume.

Quote Competition No: 10.04.100
Preference may be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.
Grant MacEwan University thanks all applicants for their interest in employment; however, only those selected for interviews will be contacted.

Apply to:
Human Resources Department
Grant MacEwan University
City Centre Campus
7-105, 10700 104 Ave
Edmonton AB T5J 4S2
FAX: (780) 497-5430
**Position Title:** Special Collections & Archives Librarian  
**Institution:** California State University, Northridge  
**Location:** Northridge, California  
**General Information:**  
- **Department:** Oviatt Library/Technical Services  
- **Effective Date of Appointment:** November 1, 2010 (Subject to Budgetary Approval)  

**Responsibilities:**  
The Oviatt Library is seeking an enthusiastic, innovative and experienced Special Collections & Archives Librarian to develop and manage the rare and special collections, manuscript collections, an art collection, the Urban Archives and the University Archives; and to work closely with the directors of the Old China Hands Archive and the International Guitar Research Archive. The Special Collections & Archives Librarian organizes and operates the department by managing budget expenditures, hiring and supervising staff, and establishing department policies and standards. This position promotes, publicizes, and expands awareness of collections by developing finding aids and curricular support resources including updating the website with new finding aids and collection descriptions, services, etc.; maintaining productive faculty relationships; and creating and nurturing ties with the community and potential donors. Responsible for selection, acquisition, and management of collections of rare and unique materials; cultivates potential donors. Through outreach to local archives, museums, and historical societies, this position maintains a leadership role in establishing regional partnerships for building the record of history and culture in the region, and develops grant proposals to obtain funding for collaborative projects. This position is responsible for prioritizing and implementing Special Collections & Archives projects with the goal of development, access (including digitization), outreach, research, and security and preservation of print materials and their digital surrogates. The position provides reference services, research assistance, and user instruction for Special Collections & Archives to students, faculty, and the global scholarly community. The Special Collections & Archives Librarian works closely with the Dean and the Development Officer. Reports to the Library’s Associate Dean, but for administrative and tenure purposes only reports to the Library Technical Services Department Chair. Special Collections & Archives features a wide variety of collections in a large number of areas, the largest of which include the areas of Sex and Gender, Urban Archives, History, and Music. For further details about the collections please check the Special Collections website at: [http://library.csun.edu/Collections/SCA/SC/](http://library.csun.edu/Collections/SCA/SC/), and for the digital library collections please check: [http://library.csun.edu/Collections/SCA/digicoll.html](http://library.csun.edu/Collections/SCA/digicoll.html).

**Qualifications:**  
**Required Qualifications:**

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PHONE: (780) 497-5434  
E-mail: careers@macewan.ca  
Grant MacEwan University employment opportunities can be viewed by visiting our website at [www.macewan.ca](http://www.macewan.ca) Click on Employment Opportunities at MacEwan.
Master’s degree from an ALA-accredited Library/Information Science program or its equivalent degree if earned from outside the U.S. or Canada. Minimum five years of successful professional library experience in special collections, archives, or museum; demonstrated ability in evaluating, selecting, and processing personal papers, organizational records, and rare and unique print and electronic collections; and at least two years of supervisory experience. Experience managing digital collections and utilizing related technologies; excellent donor relation skills; knowledge of printing history and history of the book; knowledge of standards of bibliographic control, preservation, conservation, archival policies and procedures, and security standards to prolong the life of collections; strong commitment to providing high quality customer service to students, faculty, staff and other patrons; demonstrated ability to curate exhibitions; excellent interpersonal, analytical, oral, and written communication and decision-making skills; ability to adapt well to change and be flexible; demonstrated ability to work well both independently and collaboratively with colleagues, faculty and staff in a rapidly changing and dynamic environment. Ability and commitment to working in a culturally and ethnically diverse campus community. Capability and commitment to engage in research and continued professional development worthy of promotion and tenure as a faculty member in the California State University system.

**Desired Qualifications:**

Team player with energy and enthusiasm; demonstrated leadership ability to effect change in a challenging and complex information environment; ability to exercise independent judgment, initiative and creativity; experience mentoring, supervising, and developing staff; demonstrated management competencies in developing, formulating, and negotiating priorities; demonstrated management competencies in assessing and evaluating planning outcomes; demonstrated management competencies in supervising, empowering, and evaluating staff; evidence of successful project management and grant writing; demonstrated service experience with diverse populations; knowledge of and/or experience with current issues and developments in academic libraries, information technology, digital library initiatives, archives, scholarly communication, and higher education; demonstrated progressively responsible library experience in selecting, acquiring, and developing collections of special and archival materials, such as rare and antiquarian books and manuscripts; experience providing reference services, teaching, performing technical processing, and digitization of special collections; demonstrated competency working with integrated library systems and standards of bibliographic control; demonstrated competency working with Windows applications including MS Office (Word, Excel, Access, and Internet applications); ability to learn new software applications; knowledge of digital library content and metadata standards, and technical experience with current digital collection architectures and platforms such as CONTENTdm and DSpace; demonstrated knowledge of institutional repositories management, including policy matters and working with the academic community; an understanding of the role of Special Collections & Archives in library fund development; and a solid record of professional contributions.

CSUN is a Learning Centered University. The successful candidate will be expected to join faculty and staff in a commitment to active learning, to the assessment of learning outcomes, and to multiple pathways that enable students to graduate.
At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration Services to work in the United States.

Evidence of degree(s) required at time of hire.

**Salary and Benefits:**

Rank: Senior Assistant Librarian or Associate Librarian

Salary: Minimum salary of $57,060 for Senior Assistant Librarians or $65,604 for Associate Librarian, and an excellent benefits package. Salary and rank are dependent on qualifications and experience.

This is a 12-month tenure-track position.

Deadline: Position is open until filled, but first consideration and screening will be given to applications received by June 30, 2010.

Application: Inquiries and nominations should be addressed to:

Doris S. Helfer, Technical Services Department Chair
Oviatt Library
California State University, Northridge
18111 Nordhoff St.
Northridge, CA 91330-8328

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**Position Title:** Manager, Resource Processing and Description (Cataloging), Asst Professor of University Libraries

**Institution:** University of Northern Colorado

**Location:** Greeley, Colorado

**General Information:**

Position Type: Full-Time

Job Category: Faculty

Department: Library Operations

**Responsibilities:**

This is a term faculty position, renewable annually, that reports to the Head of Technical Services. The position provides innovative, energetic leadership for a unit that is responsible for the receiving, cataloging and processing of library materials in all formats, including electronic resources and government publications. The person in this position oversees the work of the unit, supervises 4 staff, performs original cataloging, and is responsible for authority control and adherence to cataloging standards. This unit is one of three in a highly collaborative technical services department. This individual provides leadership in the application of technology to the cataloging of materials, including the cataloging module of the integrated library system and OCLC and is responsible for monitoring national
developments in cataloging and metadata applications. The person must have outstanding interpersonal and communication skills and the ability to work collaboratively. The person in this position may contribute to reference service or collection development.

**Qualifications:**

**Required:**
- Earned Master’s degree from an ALA-accredited library school or program.
- Experience in technical services
- Earned Master’s degree from an ALA-accredited library school or program.
- Experience in technical services.

**Preferred:**
- Supervisory experience.
- Experience leading projects or implementing new technologies.
- Experience cataloging a wide variety of formats using LC subject headings and classification.
- Experience cataloging electronic resources.
- Experience with metadata schema.
- Experience with an integrated library system.
- Experience providing reference service or collection development.
- Supervisory experience.
- Experience leading projects or implementing new technologies.
- Experience cataloging a wide variety of formats using LC subject headings and classification.
- Experience cataloging electronic resources.
- Experience with metadata schema.
- Experience with an integrated library system.
- Experience providing reference service or collection development.

**Deadline:**
Open Until Filled. Screening of applications will begin on May 10, 2010.

**Application:**
Applicants must apply online and attach a letter of application, highlighting suitability for the position, and a curriculum vitae, including a list of three references with the names, mail and email addresses, and telephone numbers.

The starting date is September 1, 2010 (negotiable). For questions contact

Joan Lamborn  
Head of Library Administrative Services  
970-351-2601  
joan.lamborn@unco.edu

Search Committee Chair: Annie Epperson

**Position Title:** Assistant Instruction Librarian / Music Subject Specialist
Institution: Occidental College
Location: Los Angeles, California

General Information: Reporting to the Librarian for the First-Year Experience, the Assistant Instruction Librarian and Music Subject Specialist helps to develop and deliver the Library’s resource and research guidance services for the first-year Cultural Studies Program (CSP); is responsible for the operation of the Music Library, including management of collections, training and supervision of student assistants, and liaison with faculty in the Music Department; and participates in providing individual research consultations and other online and in-person instructional services to the campus community.

Responsibilities:
• Helps to develop and deliver programs for first-year students, focusing on information literacy and research methods for the CSP. Helps to develop and deliver other aspects of the Library’s instruction program both in person and online.
• Provides specialized music reference and instructional services; manages music collections by recommending new materials and by evaluating existing materials for possible update or withdrawal. Schedules, trains, evaluates, and supervises student assistants who staff the Music Library over 70 hours per week and perform routine tasks of circulation, stack maintenance, processing course reserve materials, communication with the main library, equipment troubleshooting, etc.
• Collaborates with campus colleagues to develop online materials that facilitate instruction and information access.

Qualifications:
• ALA-accredited master’s of library science degree or its equivalent in academic training and work experience required; degree in music history or performance highly desirable.
• Experience with library reference services and library instruction and a demonstrated commitment to and creativity with user services; familiarity with collection development practices, reference resources, and the literature of music; demonstrated ability to work well and communicate effectively with colleagues and with faculty, students, and other Library constituencies required; excellent teaching and classroom presentation skills, including the preparation of instructional materials; experience supervising student workers required; operational responsibility for a library or other facility highly desirable.
• Proficiency in the development and use of information technologies; experience with developing online materials and guidance as well as knowledge of trends in online resource-access methods/interfaces; work experience with library systems and productivity software, music playback and teaching technologies, and course management systems required. Reading knowledge of at least one of the following languages desirable: Latin, French, German, or Italian.

We seek candidates with well-developed organizational skills, the ability to establish themselves quickly in a new environment, a strong service orientation,
the ability to work with technologies appropriate to the management, archiving, and presentation of library and especially of music materials. This is an entry-level or early-career, one-year position for a librarian who wants to help deepen the role of an established program; participate in the creation of a coherent and pervasive research instruction program, and improve information discovery/access systems based on a knowledge of learning preferences among students and their information-seeking behaviors. Occidental College’s Library is building a set of relationships across campus that will center it in the College’s academic program and in all-campus efforts to meet the challenges of a rapidly evolving information environment. This position offers a librarian with strong academic training, a commitment to learning, and an entrepreneurial bent the opportunity to develop their potential among colleagues in an integrated Library/ITS environment.

Deadline: June 21, 2010

Application: Please send letter of application, curriculum vitae, and the names of three references to Bob Kieft College Librarian Clapp Library 1600 Campus Road Los Angeles, CA 90041; 323 259 2504; kieft@oxy.edu. Review of applications will begin June 21, 2010, for a August 1, 2010, start date.

*****

Occidental College is an Equal Opportunity Employer and does not discriminate against employees or applicants because of race, color, religion, ancestry, national origin, age, gender, marital status, pregnancy, sexual orientation, mental or physical disability, medical condition, citizenship, or any other characteristic protected by State or Federal Law.

Position Title: Reference and Electronic Resources Librarian

Institution: Cleveland Institute of Music

Location: Cleveland, Ohio

General Information: The Cleveland Institute of Music is an independent music conservatory offering degrees through the doctoral level. CIM also provides high quality music instruction to the community through its Preparatory and Continuing Education Division. The Institute is located in the artistic heart of the city: a five-minute walk from Severance Hall (home of the Cleveland Orchestra) and the Cleveland Museum of Art, and near many of the city’s major theater and music activities.

Robinson Music Library, which underwent a comprehensive renovation in 2007, is
located next to the award-winning Mixon Concert Hall and the Gilliam Family Music Garden. The Library creates a nurturing environment for the study of music, supporting the educational objectives of the Cleveland Institute of Music and fostering students’ musical growth and development. The Library holds excellent print and media collections in all areas of study at the Institute, focusing on Western classical music. The Library also has a growing collection of electronic resources, including streamed audio subscriptions. Robinson Music Library has a shared online catalog with Case Western Reserve University libraries and is connected to the University’s campus network. The library staff includes 5 professional librarians, 4 paraprofessionals, and student assistants. More information about the Library is available at http://www.cim.edu/library/index.php

Responsibilities:

- Supervises all reference operations; assists graduate and undergraduate students with their research
- Plays a major role in bibliographic instruction, including library orientation for new students and team teaching MUHI 401 (for first year Master’s degree students) with a member of the Case Western Reserve University music faculty
- Trains all student employees in basic reference skills and gives advanced reference training to student reference assistants. Provides training to library staff on new online resources.
- Maintains and troubleshoots library computers, working with the Institute’s IT department and liaising with CWRU
- Creates content for the library web pages and is the library liaison to the Institute’s webmaster
- Compiles bibliographies and guides and tutorials and assists with library promotional activities
- Assists with the evaluation of the reference collection and electronic resources
- Responsible for all aspects of serials management
- Advises on issues of preservation and organization in the archival collection.
- Works closely with the Media Librarian and the Circulation Supervisor to implement the library’s public service policies. Primary back-up circulation supervisor.

This position includes working one evening per week and occasional Saturdays.

Qualifications:

Required:

- ALA-accredited MLS
- undergraduate degree in music
- Minimum 2-3 years library experience in reference and/or electronic resources in a music library
- Ability to communicate effectively with students, faculty and staff.
- Excellent computer skills to include Internet, online database searching, Microsoft Office, HTML and web editing
- Strong writing skills
- Strong service orientation
Enthusiasm for learning and applying new technologies in an academic environment
Ability to work collegially and collaboratively

Desirable:
- Teaching experience
- Experience with INNOPAC online library system
- Experience with social networking software
- Graduate degree in music
- The successful candidate will be working with both Macintosh and PC computers, and ideally should have prior experience with both.

Salary and Benefits:
Salary commensurate with experience and qualifications. Comprehensive benefits package includes TIAA-CREF; medical and dental plans; life, disability and long-term care insurance available.

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

Application:
Submit a letter of application, resume, contact information for three references, and salary expectations to:

Human Resources
The Cleveland Institute of Music
11021 East Blvd.
Cleveland, OH 44106
Email: careers@cim.edu
Fax: 216-795-3141

Position Title: Music & Digital Services Librarian
Institution: Marshall University
Location: Huntington, West Virginia
Responsibilities: Perform original and copy cataloging of scores, recordings and other music resources with related authority control. Work closely with Catalog and Digital Services Librarian to develop or revise policy and procedure for cataloging and quality control of the libraries' OPAC system; work with the Technical Services Team Leader/Collection Development Librarian to select all print, digital, and media resources to support the curriculum and research needs of Marshall Music Department; under the direction of the University Librarian plan, implement, integrate, and maintain digital service and systems; as with all librarian positions at Marshall University, this position will participate in the embedded librarian program and will offer library instruction as part of the libraries' information literacy program; participate in library, university, and professional activities as appropriate; perform other tasks and completing special projects as assigned.

Qualifications: ALA-accredited MLS degree or equivalent; Bachelor's degree with a major in music
or equivalent or 2 years of experience in an academic or research library with strong academic background in music. Excellent oral and written communication skills; demonstrated ability to prioritize, plan, coordinate and implement multiple projects, ability to write and carry-out policies and procedures, knowledge of cataloging rules, standards, and controlled vocabularies; awareness of current issues and trends in digital services; demonstrated ability to work quickly and accurately in a service and production-oriented environment and adapt to a fast paced rapidly changing environment; demonstrated ability to work independently, as well as collaboratively with diverse constituencies; demonstrated exceptional workplace behaviors in the execution of the specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity.

**Preferred:**
Second master’s degree in Music or related field; five or more years of experience working in an academic or research library; prior experience working on music cataloging or in a music library.

**Salary and Benefits:**

<table>
<thead>
<tr>
<th><strong>Position Type:</strong></th>
<th>Full-time non-tenure track position.</th>
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<tr>
<td><strong>Rank and Salary:</strong></td>
<td>Commensurate with qualifications and experience.</td>
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<tr>
<td><strong>Special Note:</strong></td>
<td>Appointment at Assistant Professor/Librarian II or Associate Professor/Librarian III rank commensurate upon appropriate level of experience.</td>
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</table>

**Deadline:**
Position is open until filled.

**Application:**
Submit cover letter, resume, copy of official transcripts and letters from a minimum of three professional references to:
IT Administration (Music and Digital Services Librarian Search)
304 Drinko Library
One John Marshall Drive
Huntington, WV 25755
or itrecruiting@marshall.edu.

Background Check Required: YES

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**Position Title:**
Asst. Librarian. Working title: Project Archivist (19 week appointment)

**Institution:**
University of Michigan

**Location:**
Ann Arbor, Michigan

**General Information:**
This is a temporary term-limited position, either full or 3/4 time at the Assistant Librarian level. The work will be the cataloging of a portion of a large collection of American sheet music from the 19th century with brief records in MARC format. The goal is to accurately catalog a minimum of 5000 records within 760 total hours of work. The project is to be completed by December 24, 2010. The funding is being provided by the Gladys Krieble Delmas Foundation of New York.
The Clements, on the campus of the University of Michigan, is one of the top academic research libraries for the study of American history and culture from the fifteenth to the early twentieth century. Further information about the library is available at: ([http://www.clements.umich.edu](http://www.clements.umich.edu))

**Hours/Week:** 40 hours  
**Term:** June 1, 2010 through October 8, 2010  
**Duties:** Cataloging original sheet music in MARC format.

**Qualifications:**  
**Necessary qualifications:**  
Library cataloging experience, MARC format. Proficiency in MARC and basic research skills. Competence with PC systems and software. General knowledge of American history and culture, particularly 19th century. Ability to handle fragile and valuable materials with appropriate care.

**Desired qualifications:**  
ALA accredited Masters Degree in Library and Information Science with a concentration on Special Collections. Experience cataloging rare materials in MARC format. Music and theater background. Knowledge of American visual culture.

**Salary and Benefits:**  
**Compensation:** $18.00 per hour  
**Benefits:** None  
**Equipment and software:** The library will provide a Windows laptop with Aleph cataloging software, web browser, MS Office.

**Timeline:** Project to begin June 1, 2010 and be finished by December 24, 2010 (30 weeks).

**Application:**  
Resumes with cover letter can be sent by email to: Clayton Lewis  
clayclem@umich.edu

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**Position Title:** Part-time Archives Assistant  
**Institution:** The Juilliard School  
**Location:** New York, New York  
**General Information:** The Juilliard School seeks a part-time Archives Assistant (25 hours per week).

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

**Responsibilities:** Reporting to the Archivist and the Vice President for Library and Information Resources, responsibilities include:
Process archival materials using standard archival procedures. Prepare detailed finding aids in print and electronic form and other access tools as needed. Perform preservation and conservation-related tasks in conjunction with processing work. Assist Archivist with reference work, and other activities as needed.

Qualifications:

Minimum Requirements:
- Master's degree from an ALA-accredited library science program with course work in archival administration; or an equivalent combination of education and experience.
- Knowledge of archival principles.
- Knowledge of and interest in the performing arts.
- Ability to work independently.
- Knowledge of conservation and preservation approaches.
- Strong commitment to library service.
- Strong organizational skills.
- Strong interpersonal skills, and demonstrated written and oral communication abilities.
- Ability and willingness to lift heavy archival containers.

Preferred Background:
- Experience working with paper-based materials and photographs.
- Background in music, drama, or dance.
- Cataloging experience.

Application:

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

Please send cover letter with resume and names of three references to: jobs@juilliard.edu

Position Title: Placement Officer
Institution: Music Library Association

General Information:
The Music Library Association is seeking an MLA member to fill the position of Placement Officer effective upon MLA Board approval (no later than September 20, 2010). The application deadline is July 15, 2010 and interviews for final candidates will be held via conference call August 2-6, 2010. Please read the job description and application details below:

Description: The MLA Placement Officer manages the Association's job placement services.

Responsibilities:
- Compile information about available positions for the online Job List from:
1) human resources personnel and institutional representatives; 2) announcements in the professional literature and in newspapers; and 3) advertisements found through library-specific employment services and websites.

- correspond with library schools, state and regional library associations, libraries, and other sources in an effort to encourage them to advertise open positions with the MLA Placement Service.
- serve as liaison to those institutions submitting direct requests to post new positions with the MLA Placement Service.
- input all new job advertisements in MLA's content management system to post on the MLA website in the "Current Openings" section of the Placement Services webpage.
- follow up with hiring institutions to post successful hires in the "Positions Recently Filled" section of the Placement Services webpage.
- manage Placement Office services at the annual MLA conference, including scheduling the Interview Room, staffing the Placement Desk, and attending appropriate events in order to keep attendees informed about the various services and programs available to them.
- serve as ex officio to the Career Development and Services Committee.
- complete projects related to the Placement Service as directed by the MLA Board.

**Qualifications:**

**Required:**
- membership in MLA;
- access to Word processing software;
- familiarity with the literature on qualifications for music librarianship;
- strong organizational skills and demonstrated ability to meet deadlines.

**Preferred:**
- experience with an enterprise-level content management system;
- editing experience/skills;
- clear communication and strong interpersonal skills;
- experience as a member of search/screening committees;
- demonstrated interest in employment issues relating to librarianship (e.g. membership in career services or personnel committees, MLA Résumé Reviewer, etc.).

**Salary and Benefits:**

**Term:**
The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Placement Officer annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed as soon as the MLA Board is able to review and approve the Search Committee’s recommendation. The new Placement Officer will assume full responsibility for the Placement Office immediately upon Board notification (no later than September 20, 2010).

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

**Deadline:**
The deadline for application is July 15, 2010.
**Application:**
The Search Committee (Sheri Stormes, Butler University, chair; Jeanette Casey, University of Wisconsin; and Lisa Woznicki, Towson University) will hold conference call interviews during the week of August 2-6, 2010. Please send a letter of application and résumé with a list of three professional references by e-mail attachment to:
Sheridan Stormes, Chair
MLA Placement Officer Search Committee
sstormes@butler.edu
(317) 940-9218

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Music Librarian</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Oklahoma City University</td>
</tr>
<tr>
<td>Location:</td>
<td>Oklahoma City, Oklahoma</td>
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<tr>
<td>General Information:</td>
<td>The twelve-month, tenure-track assistant professor of library science/music librarian position at Oklahoma City University’s Dulaney-Browne Library provides library services and instruction to students, faculty, staff, and visitors with a special emphasis in music librarianship. A master’s degree from an American Library Association accredited program or equivalent is required for this position. A master’s degree or higher in music is preferred.</td>
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<tr>
<th>Responsibilities:</th>
<th>ESSENTIAL DUTIES AND RESPONSIBILITIES FOR MUSIC LIBRARIAN</th>
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<tbody>
<tr>
<td></td>
<td>• Library teaching involves creative and administrative duties in the individual assignment.</td>
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<tr>
<td></td>
<td>• Develop and manage library collections in music for the music listening library and the Dulaney-Browne Library.</td>
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<td></td>
<td>• Oversee the operation of the music listening library, especially training students and staff to deal with the materials located in the Leichter Listening Library.</td>
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<td></td>
<td>• Supervision and training of music library staff.</td>
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<td></td>
<td>GENERAL LIBRARY DUTIES</td>
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<tr>
<td></td>
<td>• Library teaching also includes encouraging information literacy through direct interaction with students and faculty as individuals and, in the classroom, face to face and using technology, development and modification of instructional materials, collection development, and public relations efforts.</td>
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<td></td>
<td>• Participate in campus and library assessment committees, develops assessment methods for decision making.</td>
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<td></td>
<td>• Work with classroom faculty to encourage information literacy and collection development as liaison to the Wanda L. Bass School of Music.</td>
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<td></td>
<td>SCHOLARSHIP AND PROFESSIONAL GROWTH</td>
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<tr>
<td></td>
<td>Effective teaching, scholarship, and service are required for promotion and tenure. Scholarship may be of several types promoting the discovery, integration, application, and teaching of knowledge.</td>
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</table>
SERVICE
Service to the campus community includes constructive participation in the university’s governance, collegiality, participation and leadership in campus life beyond the classroom, leadership and service within the library, including search committees, ad hoc committees, and library faculty council. Service to and/or leadership roles in the professional community includes service or leadership in professional organizations, being nominated for office in professional associations, participating in activities directed toward improvement or enhancement of librarianship, and providing groups in the community with professional expertise.

OTHER ASPECTS OF FACULTY PERFORMANCE
Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.
Every faculty member is guaranteed academic freedom in accordance with the AAUP statement on academic freedom and responsibilities of faculty members.

PHYSICAL REQUIREMENTS
Occasionally requires standing, lifting, pulling, pushing, carrying and climbing, reaching both high and low. Frequently requires walking and balancing. Constantly requires sitting, repetitious finger and wrist movement, speaking clearly, hearing conversations, hearing (with acuity), seeing near and far with color vision.

WORK CONDITIONS
May include evening and weekend hours.

Qualifications:

EXPERIENCE
Assistant Professor: none, Associate Professor: 3 years

KNOWLEDGE
- Knowledge of principles, methods, and current developments in academic librarianship.
- Knowledge of principles, methods and current developments in music librarianship.
- Knowledge of effective instructional strategies and techniques.

SKILLS AND ABILITIES
Library Faculty must have the ability to provide information literacy instruction and library reference assistance in a wide variety of settings to a diverse population; be proficient in the use of a wide variety of computer applications for library, management, and instructional applications; demonstrate ability to communicate effectively verbally and in writing; the ability to work independently, collaboratively, and effectively with faculty, students, staff, donors, and the public; and the ability to develop, evaluate and provide access to music collections.

Salary and Benefits:
Benefit Eligibility
Available at full-time university rates

Deadline:
Open Until Filled

Application:
Apply Online:
http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=50&company_id=16211&source=ONLINE&JobOwner=992497&bycountry=0&bystate=0&bylocation=NULL&keywords=&byCat=36340&tosearch=yes
Contact: Christina Wolf, Search Chair, cwolf@okcu.edu

**Additional Required Application Materials**
Unofficial Transcripts, Research Interests, Teaching Philosophy, List of Professional References, Cover Letter

**Special Instructions to Applicants**
Please submit the additional required application materials stated above when applying for this position. Submissions with incomplete applicant materials may not be considered.

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<tr>
<th>Position Title:</th>
<th>Head of Arts and Archives</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Ohio University</td>
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<tr>
<td>Location:</td>
<td>Athens, Ohio</td>
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</tbody>
</table>
| General Information: | The Ohio University Libraries invites applications and nominations for the position of Head of Arts & Archives. This new position plays an important role in building upon recent achievements and the distinctive collections of the Libraries, including a recent NHPRC basic processing grant for University Archives and manuscripts backlogs, the acquisition and release on ArtSTOR of the Yao Cultural Artifacts Collection, significant collaborations with campus units on the digitization and preservation of University Archives materials, and an upcoming Lincoln Center/NYPL exhibit featuring the Alwin Nikolais and Murray Louis Dance Collection. We seek an innovative candidate comfortable implementing change; eager to engage stakeholders in a dynamic, fast-paced environment; and committed to working effectively with students, faculty and staff from diverse backgrounds.

Ohio University Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, and OhioLINK. The **Frederick & Kazuko Harris Fine Arts Library** includes resources for the study of all aspects of the visual arts, with particular strength in photography and the history of photography and is home to the Yao Collection, a unique collection of North Vietnamese cultural art and artifacts. The Robert E. and Jean R. Mahn Center for Archives and Special Collections is the principle repository for three areas – University Archives, Manuscript Collections, and Rare Books and Special Collections. The collections of the Mahn Center document the life, culture and development of the first higher education institution in the Northwest Territory, nearly two centuries of the peoples of southeastern Appalachian Ohio, and nationally significant scholars, artists and leaders. The Music/Dance Library is a full-service branch library located in Glidden Hall, home of the School of Music. More information about Ohio University Libraries can be found at [http://www.library.ohiou.edu/](http://www.library.ohiou.edu/). |
Established in 1804, Ohio University is a comprehensive, state-assisted institution classified by the Carnegie Foundation as a Research University (high research activity). It is located in Athens, a scenic, culturally rich community 75 miles southeast of Columbus, Ohio. With 20,000 students enrolled on the Athens campus and over 8,000 students on five regional campuses, the university offers a diverse, dynamic and collegial atmosphere to its students, faculty and staff.

Responsibilities: The Head of Arts & Archives provides leadership and direction for a new department consisting of the Fine Arts Library, the Mahn Center for Archives and Special Collections and the Music/Dance Library. Specifically, the department head promotes and advances collection prominence; fosters and develops relationships with units on campus to further integrate art and archival collections and services into research and the curriculum; serves as a mentor and supervisor for professionals in the department; coordinates, promotes and sustains collaborations between departmental units and with other units in the libraries such as digital initiatives, technical services, and the Center for International Collections; participates in grant-writing, fundraising initiatives and donor relations to further the goals of the department and libraries; establishes improvement goals for departmental units in conjunction with the libraries’ strategic initiatives; and serves as the subject librarian for one or more areas related to the arts. Reports to the Assistant Dean for Research and Education Services.

Qualifications: Required
- A master’s degree from an ALA accredited institution or a master’s degree in history (or other relevant subject) with formal coursework or training in archival management and theory
- At least 3 years professional work experience in an academic library
- Demonstrated success leading, promoting teamwork, and fostering collaborative relationships
- Experience supervising professional librarians or archivists
- Experience managing multiple, simultaneous projects
- Experience with reference, instruction and collection development in an academic library
- Experience with archival collections
- Effective oral and written communication skills
- Knowledge of current and emerging trends in academic libraries and special collections, including digital archival collections

Preferred
- Experience with collections in the arts
- Undergraduate degree in the arts
- Experience with institutional archives
- Experience writing and administering grants
- Knowledge of records management and university archives processes

Salary and Benefits: Salary is commensurate with experience and education. Ohio University employees enjoy a liberal benefits package, including 22 days annual vacation, generous insurance, and Ohio state employee or alternative retirement.
Deadline: Review of applications begins July 19. However, applications will be accepted until a suitable candidate is identified. Position available September 1, 2010.


Ohio University is committed to the diversity of faculty, staff and students. Applicants who will enrich the diversity of our campus are especially encouraged to apply.

Position Title: Assistant Music Librarian, Collection Development
Institution: Florida State University
Location: Tallahassee, Florida

General Information: The Warren D. Allen Music Library, an autonomous library administered by the College of Music, has a staff of 3 librarians, 4 paraprofessionals, 6 FTE student assistants, and has its own in-house technical and public service units. The Music Library has an excellent working relationship with the College of Music. The FSU University Libraries are members of ARL and CRL. Please visit http://music.fsu.edu/library for more information. The College of Music, with 90 faculty, 42 support staff, and over 1,150 students, offers a wide range of professional degrees in music, baccalaureate through doctorate. Visit the College of Music website at http://music.fsu.edu. The Florida State University is a comprehensive research institution of 16 colleges with 2,200 faculty serving a student body of 40,000. The University is situated in Tallahassee, the capital city of Florida, a beautiful wooded city with a population of over 240,000. Located in the "Big Bend" area of northern Florida, Tallahassee enjoys a mild change of season.

Responsibilities: Employee responsibilities include, but not limited to:
1. Acquisition of materials in a variety of language/formats using OCLC, ALEPH online system, and in-house databases. Assisting in cataloging materials; building of library collections, including selection, evaluation, retention, etc.,
2. Monitoring the library budgets, and serving as liaison to College of Music Fiscal Office, working with vendors,
3. Monitoring curriculum developments,
4. Creating, maintaining, and supervising acquisition and collection development policies and procedures, and the updating of the in-house manual devoted to those policies and procedures, and
5. Other related duties, as assigned by Supervisor.

Qualifications: ALA-accredited MLS degree, plus bachelor's degree in music required.

Requirements
Employee requirements include:
1. Proficient organization skills,
2. Strong communication skills, both written and verbal,
3. Broad knowledge of musical repertory,
4. Basic experience in a music library, and
5. Working knowledge of foreign languages.

Preferred
A master's degree in music is preferred.

Salary and Benefits:
Range: $36,000.00 - negotiable.
(12-month, non-tenured faculty position)

Deadline:
Applications will be accepted until the position has been filled. Review of applications will begin July 1, 2010.

Application:
Contact Info
Please contact Dee Beggarly at (850) 644-4361 for more information.
Send letter of application, résumé, and names and contact information of at least three (3) current references to:
Don Gibson, Dean
Music Librarian Search
College of Music
The Florida State University
122 N. Copeland Ave., Ste. 202
Tallahassee, FL 32306-1180.
If qualified and interested in a specific vacancy as advertised, apply to Florida State University at [https://jobs.fsu.edu](https://jobs.fsu.edu).
Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details (if applicable) even if attaching a résumé.
Applicants currently working for FSU must apply for this position via their OMNI access.
An Equal Opportunity/Access/Affirmative Action Employer

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**Position Title:** Assistant Catalog Librarian  
**Institution:** Berklee College of Music  
**Location:** Boston, Massachusetts  
**General Information:** Under the general supervision of the Catalog Librarian, the Assistant Catalog Librarian is responsible for processing all library materials from receipt to shelving. This includes copy and basic and full level cataloging, classification assignment, overseeing all aspects of materials end-processing, local indexing and authority work.  
**Responsibilities:**  
- Performs basic to advanced cataloging and classification of monographs, scores, audio and video recordings for the main library and designated
satellite/departmental collections.
- Responsible for the end-processing of all library materials.
- Performs and helps coordinate data entry and local indexing projects.
- Assists the Catalog Librarian in scheduling and prioritizing cataloging tasks, projects and procedures.
- Hires, trains and supervises student employees in material preparation, end-processing and data entry projects.
- Acts as liaison to the faculty for course reserve materials.
- Performs maintenance and repair on library materials.
- Participates in implementation, review and modification of Learning Resources’ administrative policies and procedures.
- Other duties as required.

**Qualifications:**
- Masters in Library Science degree from an ALA accredited institution.
- Bachelor’s Degree in music or related field.
- Music cataloging experience preferred.
- Demonstrated experience with basic cataloging on an automated library system.
- Knowledge and understanding of established library standards that include LC classification, AACR2, and MARC formats.
- Excellent oral and written communication skills.
- Strong organizational and supervisory skills.
- Strong interpersonal skills.
- Experience with all types of academic research resources
- Problem solving and trouble shooting skills. Ability to quickly ascertain and resolve immediate technical problems.

**Application:**
Interested candidates should submit their cover letter, resume, and any other supporting documents as attachments (.doc or .pdf acceptable) to apply-hr@berklee.edu, indicating only the job title and code in the subject line. No agency referrals accepted.

**Please note:** Supporting documents will be thoroughly reviewed. Only candidates who possess the necessary skills and experience, as determined by the hiring manager, will be contacted for an interview. You will receive an automated response to confirm receipt. We regret that we cannot respond to requests for interview or confirmation.

Berklee College of Music is committed to increasing the diversity of the college community and the curriculum. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.

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**Position Title:** SPECIAL COLLECTIONS LIBRARIAN AND CURATOR OF THE JAMES AND SUSAN NEUMANN JAZZ COLLECTION

**Institution:** Oberlin College

**Location:** Oberlin, Ohio
** REVISED **

About the Oberlin Conservatory Library: The Oberlin Conservatory Library is one of three branch libraries on the Oberlin campus, and the only one to offer a complete array of library services providing all public and technical services as well as collection development of scores, sound recordings, books, and journals. The conservatory Library currently employs three professional librarians, the special collections curator, paraprofessional staff, and approximately 10 FTE student assistant staff.

The Conservatory Library’s general collection exceeds 250,000 books, scores, sound recordings and serials subscriptions representative of all historical periods of Western art music as well as world, jazz, folk, and popular music. President Barack Obama awarded the 2009 National Medal of the Arts to the Oberlin Conservatory in recognition of the wealth and depth of its creative expressions. This spring marks another milepost in Conservatory history when a fourth building is added to the complex. Noted for its gold LEED standard design and as the new home for the Conservatory’s jazz program and recording studio, the Kohl Building will also house the Conservatory Library’s special collections, including: the Violin Society of America/H. K. Goodkind Collection of books on all aspects of stringed instruments; the books, music, and documents of Frederick (Eric) R. Selch which focus on American music and instruments; and the James and Susan Neumann collection of jazz recordings and memorabilia.

About the Library System: Recipient of the 2002 ACRL Excellence in Academic Libraries award, the Oberlin College Library is one of the nation’s largest and most complex college library systems. Its 1.4 million cataloged volumes are located in the main library, three branches (art, music, and science), and on- and off-site storage facilities. The Academic Commons in the main library integrates learning support services from across campus. It features collaborative study spaces, combined circulation/reserve desk, research help desk, technology support office, computer classroom, multimedia lab, writing center, current reading area, and café. The Library is a member of OhioLINK, has been a federal depository since 1858, and is fully automated with Innovative Millennium, ILLiad interlibrary loan, and EMS event scheduling systems, as well as CONTENTdm and DSpace servers. The Library’s special collections include outstanding holdings in literature, drama, history, religion, history of the book, book arts, music, and political and social movements. The rich holdings of the College Archives document the history and development of the College and the town of Oberlin as well as social and religious movements related to the College’s history, such as antislavery, black education, coeducation, missions, temperance, cultural diversity, ecology, and the environment. The Library is committed to advocacy for open access and scholarly communication initiatives, enhanced information access through technology and digitization projects, educating and empowering users, and creating welcoming spaces that foster academic community. The Library has an active diversity program and provides support for professional development activities.
About Oberlin: Oberlin College, an independent coeducational institution with 2,800 undergraduates, is one of America’s most distinguished liberal arts colleges, deeply committed to academic and artistic excellence, social justice, and service learning. Founded in 1833, its heritage is one of respect for the individual and active engagement with the larger society. It was the first coeducational institution to grant bachelor’s degrees to women and the first to adopt a policy of admitting students of color; the College was also among the first to prohibit discrimination based on sexual orientation. Oberlin has been the source of more Ph.D.s than any other liberal arts college. Its Conservatory of Music is internationally renowned for preparing students for careers as professional musicians and music educators. The College’s size, residential character, diversity, and selectivity create an atmosphere enhancing intellectual and personal growth.

More information about Oberlin College can be found at http://www.oberlin.edu.

Oberlin, Ohio (pop. 8,600), is a diverse community with a vibrant cultural life located 35 miles from Cleveland. In 2004, The National Trust for Historic Preservation named Oberlin as one of 12 “Distinctive Destinations” in the United States for its remarkable architecture, public spaces, and cultural offerings.

The Oberlin Conservatory Library seeks an innovative, experienced librarian/curator to join its staff. This is a full-time, 12-month, Administrative and Professional Staff position reporting to the Conservatory Librarian.

Responsibilities:

Responsibilities: Oversee the development, curation, arrangement, description, access, and promotion of the James and Susan Neumann Jazz Collection and other Conservatory Library special collections; promote us of special collections, including the development of virtual and on site exhibits, independently and in cooperation with faculty and visiting researchers; work with Conservatory Library Public Services to coordinate reference, instruction and outreach activities; work with Conservatory Library Technical Services to coordinate the organization, access, and preservation of the Conservatory Library’s special collections; work with the Library’s Digital Projects Workgroup to design and implement special collections digitization projects; create inventories and other types of finding aids and descriptive tools; create presentations on various aspects of special collections; develop liaison relations with jazz studies program; train and supervise staff in special collections projects; develop and implement grant proposals and projects associated with the Conservatory Library’s Special Collections; and remain informed of developments in recording and digital technology, archival studies, copyright policy, preservation, and professional ethics.

Qualifications:

Requirements: Extensive musicological background or musical training with emphasis on American music and jazz; two years professional library or archives experience; knowledge of and experience with digital library technologies, standards, and web design; demonstrated proficiency with computers and software including Office suite, the Web, and library-relevant information
technology applications; experience in archival processing and digital information technologies toward use in a special collections setting; successful supervisory experience; excellent oral, written and interpersonal communication skills; ability to relate well to donors and vendors; ability to work creatively and collaboratively as a team member; excellent organizational and project management skills; and commitment to professional development demonstrated through strong interest in local or national committee work, research, and publication.

Desired Qualifications: Graduate degree in musicology; ALA-accredited master’s degree in Library Science; graduate archives management program training.

Salary and Benefits:
Compensation: Within the range established for this position, salary is competitive and commensurate with qualifications and experience. Excellent benefits package (summary available at [http://www.oberlin.edu/HR/benefits/Benaps.pdf](http://www.oberlin.edu/HR/benefits/Benaps.pdf)).

Application:
Application deadline, revised: 22 July 2010
To Apply: Please provide letter of interest, résumé, and names of three references (including address, email, and phone number). Applicants are encouraged to email documentation to library.job@oberlin.edu (MS Word or PDF formats preferred). Alternatively, applications may also be mailed to: Conservatory Special Collections Librarian Search Committee, Main Library, Mudd Center, 148 West College Street, Oberlin, OH 44074-1545.

Application review begins immediately and may continue until the position is filled. To ensure consideration, submit applications by July 22, 2010.

Oberlin is an Affirmative Action/Equal Opportunity employer. The College actively seeks a racially, ethnically, and culturally diverse staff and student body.
June 22, 2010 / APS10-229R

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Position Title: Librarian
Institution: Bok Tower Gardens
Location: Lake Wales, FL
Responsibilities: Bok Tower Gardens in Lake Wales, FL is seeking to fill the part-time position of Librarian. The Librarian oversees all operations of the Anton Brees Carillon Library. It contains books, serials, manuscripts, many forms of AV recordings, photographs, music scores, vertical files, ephemera, personal archives. Most of the texts are in
English, Dutch and French. This special library was established in 1968 to collect and preserve materials related to the carillon. The main purpose is a research facility for the historical and technical study of carillons, bells and other bell instruments. It is not open to the public and is not a lending library.

**Qualifications:**
Master of Library Science degree from an ALA-accredited graduate school required will consider a graduate student with a minimum of 20 hours in course work completed to include basic cataloging; minimum of two years experience in a library required. Additional qualifications preferred include basic knowledge of music, understanding of Dutch, German or French languages, and archives management. Strong written and verbal communication skills required; strong computer skills in Word and Excel required.

**Application:**
Resumes, accompanied by letters of interest, may be submitted by mail, fax or email in Microsoft Word format only. Applications may also be picked up at the entrance gate at the street address listed below and may be mailed or returned to the entrance gate for processing. Bok Tower Gardens is a Drug-Free workplace and an Equal Opportunity Employer.

Human Resources  
Bok Tower Gardens  
1151 Tower Blvd.  
Lake Wales, FL 33853  
Fax: 863-676-6770  
Email: ryoung@boktower.org

Deadline for resume/application submission: Position is open until filled. Only qualified applicants will be contacted for an interview.

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**Position Title:** Audiovisual Archivist  
**Institution:** ROCK AND ROLL HALL OF FAME AND MUSEUM  
**Location:** Cleveland, OH  
**General Information:** The Rock and Roll Hall of Fame and Museum is a nonprofit organization that exists to educate visitors, fans and scholars from around the world about the history and continuing significance of rock and roll music. It carries out this mission both through its operation of a world-class museum that collects, preserves, exhibits and interprets this art form and through its Library and Archives as well as its educational programs. The Library and Archives of the Rock and Roll Hall of Fame and Museum will be the most comprehensive repository of written and audiovisual materials relating to the history of rock and roll. Its mission is to collect, preserve, and provide access to these materials for scholars, educators, students, journalists, and the general public in order to further their understanding of rock and roll, its
The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Audiovisual Archivist. The Audiovisual Archivist reports to the Archivist and is responsible for ensuring the preservation and accessibility of audiovisual materials in the Library and Archives. The Audiovisual Archivist processes incoming audiovisual archival materials, manages the storage and preservation of audiovisual materials, performs the migration of audio and video content to digital files for the purposes of preservation and access, provides reference service to Library and Archives users, and serves as the primary contact person for those needing access to audio and video content in the Library and Archives.

Responsibilities:

Qualifications:

Required:
Minimum of three years experience with preservation digitization of audiovisual materials and/or archival experience with audiovisual collections in an academic, research, or special library setting; experience with audio and video editing software and hardware; demonstrated knowledge of legacy audio and video equipment, including repair and maintenance; demonstrated knowledge of legacy audio and video media, including best practices for proper storage and handling; knowledge of current trends in the preservation of audiovisual materials; knowledge of archival standards and best practices.

Preferred:
Degree in library science, archival studies, audio engineering, moving image archives, digital archiving, and/or related field; working knowledge of digital asset management systems and databases; familiarity with relevant metadata standards; familiarity with copyright issues associated with audiovisual materials; historical knowledge of rock and roll and related music genres; supervisory experience; experience contributing to successful grant applications.

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

See the full ad at http://rockhall.com/careers/careers/audiovisual-archivist/.

Position Title:

Web Editor for the Copyright for Music Librarians Website (http://www.musiclibraryassoc.org/copyright/)
Institution: Music Library Association

Responsibilities:

• Responsible for all content of the Copyright for Music Librarians website.

  Specific duties

  • Develops content for the site, including FAQs, lists of web resources, news items, and guidelines; this requires both linking to existing content and, in the case of FAQs and news items, writing text.
  • Solicits new content and uses for the website in collaboration with the MLA Legislation Committee, the MLA Web Editor, and the MLA Board.
  • Responds to queries sent to Copyright Web Editor, or forwards them to the Chair of the Legislation Committee for further consideration.
  • Updates the website in a regular and timely manner and in coordination with the Music Library Association Web Editor and the Legislation Committee Chair.
  • In collaboration with the MLA Web Editors, maintains and revises the structure and graphical content of the website to ensure that it is easy to navigate, logically organized, and conforms to MLA web design standards.
  • Submits quarterly and annual reports to the MLA Board, with copies to the Legislation Committee Chair and the Publications Committee Chair.
  • Submits an annual budget for/to the MLA Board.
  • Serves ex officio on the Legislation Committee.
  • Serves on the MLA Publications Committee.

Term of Appointment: Minimum two years; renewable annually; maximum five years.

Qualifications:

Required qualifications:

• Familiarity with copyright law and current awareness of copyright issues and information resources especially as related to music and the performing arts.
• Ability to write and edit basic html.
• Knowledge of, or ability to learn, wiki markup.
• Familiarity with web file formats for text and graphics and experience with a graphic editor or graphic tools such as Photoshop.
• Excellent English language written and oral communication skills.
• Experience writing user-friendly content.
• Ability to take initiative and work independently and as a member of a team.
• Organizational skills, attention to detail, and enthusiasm for problem-solving.
• Individual membership in MLA at time of appointment and throughout appointment.

Desired qualifications:

• Basic knowledge of JavaScript or other scripting language.
• Cross-browser website development experience and knowledge of programs for editing and developing websites; examples include Dreamweaver, Flash, FireFox, Internet Explorer, Safari.
• Familiarity with the Music Library Association and its membership.
• Aesthetic judgment.
**Salary & Benefits**

Honorarium: The Web Editor for the Copyright for Music Librarians Website receives an honorarium, currently set at $1,200.00 per year or $300.00 per quarter.

**Application**


Application: Send nominations or letters of application accompanied by a resume and the names and contact information of three references by e-mail attachment to Connie Mayer, Chair, Copyright Website Editor Search Committee at: mayer@umd.edu

The other members of the Search Committee are Linda Solow Blotner (ex-officio), Mark Germer, and Michelle Oswell.

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**Position Title:** Library Assistant

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

**Location:** Cleveland, OH

**General Information:**

The Rock and Roll Hall of Fame and Museum is currently seeking candidates for the position of Library Assistant.

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

**Responsibilities:**

Reporting to the Catalog and Metadata Librarian, the Library Assistant is responsible for processing incoming library materials, performing basic copy cataloging of library materials, assisting with acquisitions duties, and providing some basic reference service to Library and Archives users.

**Qualifications:**

A bachelor's degree in a related field is preferred. The qualified candidate must possess two to three years library experience, preferably in an academic, research, or special library environment; experience processing monographs and serials in an integrated library system, preferably Millennium; and experience performing copy cataloging of library materials in several formats.

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

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**Position Title:** Jeffrey R. Krull Gallery Librarian II  
**Institution:** Allen County Public Library  
**Location:** Fort Wayne, Indiana  
**General Information:** Full-time, Jeffrey R. Krull Gallery Librarian II in Art, Music and Media (AMM) at the Main Library.

**Responsibilities:** Responsibilities of the Gallery librarian II include providing reference assistance, instruct patrons on the usage of computers, copiers and audio-visual equipment, participate in collection development of materials specific to the AMM department and supervise the department during absence of manager and assistant manager. In addition, the successful candidate will plan exhibits, direct installation of exhibits, coordinate receptions, and create publicity for the gallery. The Gallery Librarian II will represent the library and the community in a leadership role in the arts.

**Qualifications:** If you are interested in applying for Gallery Librarian II, you must possess an ALA-accredited master of library science degree with an undergraduate degree or background in the arts.

The ideal candidate would need to possess excellent communications and organizational skills and be able to network with the art community. Bilingual ability in Spanish or an Asian language is desirable but not required.

**Salary & Benefits** The minimum salary for the Gallery Librarian II is $35,547. There is a relocation allowance. The schedule for Gallery librarian II will include a variety of day, evening and weekend hours.

**Application:** Applications are available at any Allen County Public Library location during their normal business hours. The Human Resources Department is open Monday - Thursday from 9:00 a.m. until 5:00 p.m. (closed on Fridays) Ph: (260) 421-1230; e-mail: hrs@acpl.info. Please attach cover letter, resume, and references, as .doc or .pdf files only.

Full posting: [http://www.acpl.lib.in.us/hr/](http://www.acpl.lib.in.us/hr/)
**Position Title:** Music Subject Specialist/Music Catalog Librarian  
**Institution:** Syracuse University  
**Location:** Syracuse, New York  
**General Information:**  
The Syracuse University Library is searching for a Music Subject Specialist/Music Catalog Librarian. Within the rapidly evolving framework of scholarly communication, this person will work in close collaboration within the Unit for Research, Collections, and Scholarly Communication and other Library units to advance the collection, organization, distribution, and long-term preservation of the scholarly record as it serves the Syracuse University community of faculty, staff, and students. Develop an understanding of the theory, principles, and evolving practice of scholarly communication in the academy in order to make available, facilitate, and extend the broadest access to resources needed by the Syracuse University community for teaching and learning. Serve as the subject specialist for Music, Musical Theater, and Dance, and function, in part, as a music catalog librarian, serving as a resource for and contributing to the bibliographic control of a broad range of Library music resources, including, sound recordings, electronic resources, digital objects, scores, etc.  

Syracuse University, founded in 1870, is an independent Research II University and a member of the Association of American Universities. Its thirteen schools and colleges include a number of nationally ranked programs and serve a population of over 13,700 undergraduate and 5,600 graduate and law students. The Syracuse University Library comprises a large central library and three branch libraries serving a diverse community including over 1,000 faculty and many visiting researchers.  

The libraries hold almost 3,000,000 volumes, with significant special collections, and extensive electronic resources. The Library’s annual budget is $18 million. The Library has a staff of approximately 51 librarians and 94 support staff. The Library is a member of the Association of Research Libraries, OCLC, and national and regional consortia. It is committed to the development of digital resources and is working actively to initiate new digital programs. Library staff members are committed to providing excellent and responsive services to a culturally and racially diverse campus.  

Syracuse is located in the center of New York State within reach of New York City, Boston, Philadelphia, and Toronto. Local cultural opportunities include a symphony orchestra, jazz festival, chamber music society, nationally recognized art museum, and an Equity theater, along with excellent opportunities for sports and recreation nearby.  

**Responsibilities:**  
Collection Development Responsibilities:  
Select and develop library collections in music, dance, and musical theater.
in coordination with bibliographers. Support collection development for all the above disciplines (including books, videos, periodicals, serials, databases); This involves selection, gift review, de-selection (weeding), evaluating and recommending the purchase of resources; informing faculty of collection issues, database trials and new acquisitions; and soliciting faculty and student responses. Music selection, in addition to the above resources, includes scores (research and performing editions) and recordings acquired from both unrestricted and restricted fund codes. Collaborate with other members in the Unit for Research, Collections, and Scholarly Communication to develop collection development policies based on data analysis and knowledge of scholarly communication trends and publishing patterns in the disciplines mentioned above within a context of the teaching and research at the University.

Cataloging Responsibilities:
Create and/or add uniform titles, dates and authorized name entries to catalog records for scores and sound recordings (current and historical). Advise on music binding issues. Serve as a point of contact between collection development/management activities and the Acquisition/Cataloging Dept. for scores and sound recordings. Advise on Belfer sound recording gifts.

Liaison and Outreach:
Develop professional relationships with faculty and researchers in the University as a whole and in the above departments and disciplines in particular in order to assess and respond to research and teaching needs as a problem solver and adviser. Participate actively as liaison to schools, colleges, departments, and other units on campus, in the outreach efforts of liaison teams, and in Library communication efforts. Provide in-depth research support (conduct one-on-one research consultations, provide subject-based reference services, etc.) in Music, Musical Theater, and Dance. Provide a full range of general and multi-disciplinary information services including desk, consultative, referral, phone, by-appointment and digital reference services. Performs related duties as required.

Qualifications:
Required: MLS from an ALA-accredited program (or international equivalent); Reference and Instruction experience in an academic or research library; Ability to interact effectively with faculty, students, and staff from diverse cultural backgrounds; Experience developing and maintaining a research library collection; Familiarity with trends in digital media and formats; Excellent oral and written communication skills; Familiarity with relevant standards and reference tools for music cataloging, including, but not limited to: MARC format, EAD, AACR2rev, and knowledge of a bibliographic utility such as OCLC

Preferred: MA in music; Experience solving complex cataloging problems and/or contributing original cataloging

Salary & Benefits
Commensurate with education and experience
Syracuse University offers an excellent benefit package that includes tuition,
retirement, comprehensive health care plan, paid vacation, and the opportunity for continued professional development.

Application:

Open Until Filled

For a position description and online application instructions, go to www.sujobopps.com, (#026632). Cover letter, resume and list of professional references must be attached. Review of applications begins immediately and the search will remain open until the position is filled.

Syracuse University is an AA/EOE.

Position Title: Music Cataloger

Institution: University of Chicago

Location: Chicago, IL

General Information: The University of Chicago Library is seeking an innovative, creative, and forward-thinking individual for the position of Cataloger to provide leadership and direction for the cataloging and authority control of the University of Chicago Library’s extensive collection of music resources. The successful candidate will be responsible for original cataloging, primarily of music scores and sound recordings, but also monographs, serials, digital and visual resources, and special collections materials in all subjects and European languages.

As a center of intense intellectual inquiry, the University of Chicago Library shares with the University of Chicago the aspiration to be the most dynamic research and learning environment in the world. The Library is the home of one of the largest and richest research collections, with resources at six library sites on the Hyde Park campus. For information on the Library’s collections and services, please visit the Library’s Web site at: http://www.lib.uchicago.edu/e/.

Responsibilities: Working in the central cataloging department, the Cataloger will provide leadership and coordination for the metadata provision for music resources that is responsive to the needs of the user community and supports the Library’s vision and goals.

The position reports to the Head of Monographic Original Cataloging, a section of the Cataloging Department that helps to provide leadership, focus, strategic direction, and expertise for the Library's cataloging activities. The successful candidate is expected to combine a thorough understanding of cataloging, music resources, library user needs and behaviors with technical and interpersonal skills.

Salary & Benefits: Appointment salary based on qualifications and experience. Full range of benefits included in total compensation package, with retirement plan, health insurance,
paid time off, and tuition benefit plan for college age and younger children.

**Application:**
Review of applications will begin upon receipt and continue until the position is filled. Applications received by September 30, 2010 will be assured consideration.

For a full description, please visit [http://www.lib.uchicago.edu/e/jobs/librarianvacant.html](http://www.lib.uchicago.edu/e/jobs/librarianvacant.html)

To apply, please visit [http://academiccareers.uchicago.edu/applicants/Central?quickFind=51260](http://academiccareers.uchicago.edu/applicants/Central?quickFind=51260)

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.

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**Position Title:** Music Librarian

**Institution:** University of Oregon Libraries

**Location:** Eugene, Oregon

**General Information:**
The University of Oregon Libraries seeks a knowledgeable, creative, and service-oriented colleague for the position of Music Librarian. Applicants should be eager to apply excellent technical and interpersonal skills to perform cataloging within Metadata Services and Digital Projects (.75 FTE) and reference services in the Music Services Department (.25 FTE). The music and recordings collection, the largest in Oregon, is housed in the main library, and includes standard classical and world music repertoire in books, scores, serials, and recordings, as well as a historic sheet music collection. There is a special emphasis on music by women composers and composers of the Pacific Northwest. Metadata Services and Digital Projects provides a wide array of services resulting in intellectual, virtual and physical access to the libraries’ collections; assists members of the University of Oregon community with organizing and making available collections of materials in a variety of formats; coordinates and supports the growth and maintenance of the libraries’ digital collections; and maintains the University of Oregon’s institutional repository, called Scholars’ Bank. This position reports to the Head of Metadata Services and Digital Projects and works collaboratively with the Head of Music Services. The UO Libraries are known for their spirit of cooperation and collaboration, and for their ability to provide a variety of personal and professional opportunities that make a difference.

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

**Qualifications:**

Required: ALA-accredited MLS/MLIS degree in hand by start date; music degree or strong background in music, especially the classical repertoire; knowledge of AACR2, LCRIs, LCSH, LC Classification, and MARC21 formats; good reading knowledge of one or more European languages, preferably German. Excellent oral and written communication skills; demonstrated ability to work independently and to collaborate effectively with staff at all levels and with people of diverse backgrounds; potential to excel in a dynamic academic library environment, displaying leadership, flexibility, initiative, creative energy, and resourcefulness. Preferred: experience cataloging in an academic or music environment; ability to identify and analyze forms and concepts in library materials in the field of music; reading knowledge of Italian or French; knowledge of emerging metadata issues and trends; experience working with integrated library system (preferably Innovative) and OCLC.

**Salary & Benefits**

Salary commensurate with education and experience. The UO offers a generous benefits package, which may be found at: http://hr.uoregon.edu/benefits.

**Application:**

Applications received by September 20, 2010 will receive priority consideration. Applications will be accepted until the position is filled.

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**Position Title:** Fine Arts Subject Specialist Librarian  
**Institution:** CSU Chico  
**Location:** Chico, California  

**Responsibilities:** Provides outreach and leads a program of scholarly information management and retrieval for faculty and students in support of the University’s programs in art, art history, music, theater and dance. Provides library instruction and reference services, both general and specialized. Develops and manages assigned collections. Contributes to library decision making; serves on teams to carry out library goals as specified in assignments. Keeps up-to-date in librarianship and information technology, applying current information technologies in carrying out assigned responsibilities; engages in scholarly, professional, and service activities. Interacts professionally with all internal and external customers using strong interpersonal skills.

**Qualifications:** Minimum Qualifications: Master's degree in library science from an ALA accredited program. Significant academic preparation/undergraduate coursework in art, art history, music, theater or dance. Excellent interpersonal, written, and verbal communication skills; flexibility and ability to work collaboratively across a broad spectrum of the university. Preferred Qualifications: Degree in art history or music. Proficiency with
current information technology. Knowledge of library instruction methods. Coursework in fine arts librarianship or music librarianship. Academic preparation/coursework in two or more of the subject specialty areas. Pertinent professional experience.

Work Schedule: Some evening and weekend hours required.

Application: Applications will be exclusively accepted online at [http://www.csuohio.edu/offices/hrd/employment.html](http://www.csuohio.edu/offices/hrd/employment.html). Mailed or emailed application materials will not be accepted.

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<tr>
<th>Position Title:</th>
<th>Music Librarian</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>University of Hong Kong</td>
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<tr>
<td>Location:</td>
<td>Hong Kong</td>
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<tr>
<td>General Information:</td>
<td>Founded in 1911, The University of Hong Kong is committed to the highest international standards of excellence in teaching and research, and has been at the international forefront of academic scholarship for many years. Ranked 24th among the top 200 universities in the world by the UK’s Times Higher Education, the University has a comprehensive range of study programmes and research disciplines spread across 10 faculties and about 100 sub-divisions of studies and learning. There are over 23,400 undergraduate and postgraduate students coming from 50 countries, and more than 1,200 members of academic and academic-related staff, many of whom are internationally renowned.</td>
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<tr>
<td>Responsibilities:</td>
<td>The appointee will be required to build print and electronic collections, provide group and individual user education and consultation services, and to participate in the development of the Branch Libraries Services Team policies and programmes. Applicants with less qualification/experience will be considered for appointment at the rank of Assistant Librarian II. The appointee is also encouraged to develop his/her own self and to make contributions to the profession. Further information about the post can be obtained at <a href="http://lib.hku.hk/employment/MusAL.html">http://lib.hku.hk/employment/MusAL.html</a>.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td>Applicants should have significant training and experience in meeting the information needs of Music students and staff as evidenced by: 1) EITHER a good first degree in Music or Arts; AND a recognized professional qualification in information science (M.L.S. or equivalent) with at least 5 years’ post-qualification experience in academic libraries or teaching experience in universities of which at least 3 years should be related to music or a related discipline; OR a Master’s degree in Music or other advanced degree (M.Phil.; Ph.D.) in a relevant area of Arts plus at least 5 years’ post-qualification teaching experience; OR a recognized professional qualification in information science with at least 5 years of post-qualification experience in academic libraries or teaching experience in universities</td>
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of which at least 3 years should be related to music or a related discipline; 2) strong written and oral communication skills in English (spoken and written skills in Chinese are not required but will be seen as a plus); and the ability to liaise with vendors, all levels of Library staff, AND students and staff of the Arts Faculty and others as necessary.

**Salary & Benefits**

Annual salaries will be in the following ranges (subject to review from time to time at the entire discretion of the University):

Assistant Librarian I:  HK$430,920 – 709,740
Assistant Librarian II:  HK$430,920 – 612,120

(approximately US$1 = HK$7.8)

**Application:**

Applications are invited for appointment as Music Librarian (at the rank of Assistant Librarian I or Assistant Librarian II) in the University Libraries, from as soon as possible, on a two-year fixed-term basis, with the possibility of renewal.

Further particulars and application forms (152/708) can be obtained at [http://www.hku.hk/apptunit/](http://www.hku.hk/apptunit/); by fax (2540 6735 or 2559 2058); e-mail (senrappt@hku.hk); in person or by writing to the Appointments Unit (Senior), Human Resources Section, Registry, Room 10-01, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Closes October 9, 2010. Candidates who are not contacted within 2 months of the closing date may consider their applications unsuccessful.

The University is an equal opportunity employer and is committed to a No-Smoking Policy.

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<tr>
<th>Position Title</th>
<th>Head of Music Library</th>
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<tbody>
<tr>
<td>Institution</td>
<td>Interlochen Center for the Arts</td>
</tr>
<tr>
<td>Location</td>
<td>Interlochen, Michigan</td>
</tr>
<tr>
<td>General Information</td>
<td>Interlochen Center for the Arts seeks a Head for its Music Library. The Frederick and Elizabeth Ludwig Fennell Music Library began in 1928 with the Interlochen Arts Camp. It is housed in a new, state of the art facility built in 2006 and specifically designed for the collection as part of the Bonisteel Library, a 28,000 square foot building on the Interlochen campus. The Fennell Music Library offers many places to study with spaces for groups as well as listening rooms. It houses one of the largest performing ensemble collections in the United States with over 21,000 sets including 6,000 band sets, 9,000 orchestral sets, 5,500 choral sets and 1,000 jazz band sets. The Music Library also provides 36,000 chamber music sets. Over the course of each year, the Music Library prepares 500 ensemble sets. There are over 6,000 CDs in the collection as well as a comprehensive collection of streamed music through Naxos. The Music Library offers many magazines and journals in print as well</td>
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</table>
as thousands of titles online through subscription databases.

**Position Details**  This 12-month position reports to the Director of Libraries and includes the following responsibilities for both the Interlochen Arts Camp and the Interlochen Arts Academy:

- direction for the Music Library
- management of the annual budget
- supervision of a year-round staff of two full time music librarians and nine additional music librarians in the summer
- oversight of the purchase and use of department supplies
- oversight of the professional growth of the Music Library staff
- development and maintenance of strong and positive relationships with the music faculty
- service to the music program with dozens of large and small ensemble needs as well as solo repertoire
- collaboration with the Director of Libraries on library initiatives

**Qualifications**  The successful candidate should possess an advanced degree in library science or music with extensive knowledge of and experience with music and music libraries. In addition the Head of the Music Library must:

- possess significant knowledge of the trends and practices in libraries
- be interested in and willing to build strong networks and partnerships with other librarians
- demonstrate exceptional written and spoken communication skills
- relate to, motivate and energize high school students
- communicate effectively with students and colleagues
- have shown progressively responsible leadership experience in managing a comprehensive music library and include management of an ensemble library
- have working experience with publishers, royalties, commissions and rentals
- have exceptional organizational skills and the ability to prioritize and meet multiple deadlines
- possess the qualities important in working with a large volume of people: intelligence, judgment, decisiveness, creativity, diplomacy, good communication skills, team orientation and a sense of humor
- have a desire to work closely with faculty from all of the art and academic disciplines in order to engage students with the library

**Salary and Benefits**  A nationally competitive salary and benefits package is offered, commensurate with experience and qualifications.

**Deadline**  12/01/2010

**Application**  Recruitment will begin immediately and continue until an appointment is made. A letter of application explaining the candidate’s interest in the position, a current resume, and a listing of references should be sent to: employment@interlochen.org; subject: Music Library
Materials submitted will be held in strictest confidence, and references will not be contacted without the permission of the applicant. Early applications will be given priority. Applications will be accepted until December 1st.

<table>
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<tr>
<th>Position Title:</th>
<th>Advertising Manager</th>
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<tr>
<td>Institution:</td>
<td>Music Library Association</td>
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**General Information:** The Advertising Manager, as a special officer of the Music Library Association (MLA), serves the organization on two separate but equally important fronts: working with its Board to maximize revenue, and coordinating efforts with the Notes editor to maintain or surpass the quality and timeliness of the advertisements for each issue of the journal.

**Responsibilities:** Duties: Include, but not limited to the following: (1) provides advertising copy per specifications used with MLA publications ([http://www.areditions.com/journals/info/AdSpec.html](http://www.areditions.com/journals/info/AdSpec.html)) to the MLA Business Office for each MLA publication (quarterly issues of Notes and others, if necessary—as of 2010, the annual MLA Handbook is available via the MLA website only); (2) maintains and updates as necessary the advertising rate card for Notes and other Association advertising venues; (3) reviews all advertisements received and advises on optimal format, including size, layout, resolution, file format, and content; (4) determines if advertisements as submitted meet the established specifications, or suggests revisions to the advertiser, or has the MLA Business Office create advertisements for a fee, if necessary; (5) submits material in an organized and timely way; (6) prepares invoices for the MLA Business Office after submitting ad copy for publication; (7) keeps track of invoices due past 90 days and maintains correspondence with delinquent clients and with the MLA Business Office as to their resolution. This position reports to the MLA Board on financial matters, and coordinates efforts with the Notes editor to maintain the journal’s production schedule. The Advertising Manager is required to attend the annual meeting of the Association in order to meet with advertisers, review processes with the Notes editor and A-R staff, and to meet with the Board. The Advertising Manager is a voting member of the MLA Publications Committee, and works closely with the Notes editor, the Association’s Business Office, the President, and the Board to carry out the mission of the Association.

**Term:** The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Advertising Manager annually with input from the Notes editor. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed at the February 2011 annual meeting in Philadelphia, and will work closely with the current incumbent to ensure a smooth transition.

**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 advertising principles; experience in editing or the production of
Publications; e-mail and computer access and literacy; a working knowledge of graphics and graphics formats associated with MLA publications, including but not limited to TIFF, JPEG, EPS and PDF; willingness to investigate expansion into electronic advertising and familiarity with the Music Library Association and other professional organizations. Experience with Microsoft Office technology and its applications, as well as Adobe Acrobat for handling PDF files (for ad submissions and page proofs) is preferable. Membership in MLA is required.

Salary & Benefits
The Advertising Manager receives an honorarium, paid out quarterly. The current level of the honorarium is $5000.00.

Application:
Please send a letter of application and resume with a list of three professional references by e-mail attachment to: Sarah Dorsey: sbdorsey@uncg.edu.

Recommendations for candidacy are welcome. Members of the Search Committee are: Sarah Dorsey, chair; Jim Cassaro, and Jim Zychowicz.

Deadline: November 15, 2010

Position Title
Reference Librarian

Institution
Berklee College of Music

Location
Boston, Massachusetts

General Information
Under the general direction of the Director or Library Services, the Reference Librarian is responsible for providing professional library services that include reference, cataloging, collection development, and bibliographic instruction.

Position Details
- Provides reference services for students and faculty; assisting in small informational searches as well as major research projects.
- Provides interlibrary loan and document delivery services for students and faculty to expand the effectiveness of the library collection.
- Performs cataloging and classification of monographs, scores and audio/visual material for the library, media center and designated satellite/departmental collections.
- Hires, trains, supervises, and evaluates student employees in basic library tasks such as checking in and out materials and shelf maintenance.
- Is solely responsible for the operation of the library and media center on designated nights and/or weekends.
- Provides individual training for faculty and students on effective use of library system, online databases and periodical indexes.
- Participates in ongoing information literacy workshops and presentations.
- Is responsible for, with faculty participation, the development and maintenance of collection materials within designated subject areas.
- Works directly with faculty in identifying and processing class reserve material.
materials, and the development of class/subject reading and listening lists.
- Participates in the development of Learning Resources goals and objectives.
- Participates in the publication of library promotions, newsletters and new-acquisitions lists.
- Other duties as required.

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<tr>
<th>Qualifications</th>
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<tbody>
<tr>
<td>1. Masters in Library Science degree from an ALA accredited institution.</td>
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<td>2. Strong interpersonal skills.</td>
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<td>3. Strong organizational skills to manage multiple tasks.</td>
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<td>4. Experience with both copy and original cataloging on an automated library system.</td>
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<td>5. Knowledge and understanding of computers, information databases, indexes and systems.</td>
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<td>6. Demonstrated experience in a supervisory capacity.</td>
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<td>7. Excellent written and verbal communication skills.</td>
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<td>8. Experience with word processing, spreadsheet and database applications.</td>
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<td>9. Experience with all types of academic research resources.</td>
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<td>10. Demonstrated knowledge of all operations in an academic library.</td>
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<tr>
<th>Application</th>
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<tr>
<td>Open until filled.</td>
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<tr>
<td>Apply at: <a href="http://www.berklee.edu/jobs">http://www.berklee.edu/jobs</a></td>
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<tr>
<th>Position Title</th>
<th>Curator of the Harvard Theatre Collection</th>
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<tbody>
<tr>
<td>Institution</td>
<td>Harvard University</td>
</tr>
<tr>
<td>Location</td>
<td>Cambridge, Massachusetts</td>
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<tr>
<td>General Information</td>
<td>The Harvard Theatre Collection (HTC), founded in 1901, is the oldest and one of the largest such collections in the world; its extensive holdings, including the John Milton and Ruth Neils Ward Collection, embrace the widest possible range of performance, including dance, opera, musical theatre, film, and popular entertainment. For more information please visit: <a href="http://hcl.harvard.edu/libraries/houghton/">http://hcl.harvard.edu/libraries/houghton/</a> Reporting to the Associate Librarian of Houghton Library for Collections, the Curator has primary responsibility for administration of the Harvard Theatre Collection, including collection building, collection promotion, and working with faculty and students. The Curator interacts collaboratively with the Associate Librarian for Public Services and the Associate Librarian for Technical Services on matters relating to access, cataloging, and digitization of the collection, and with faculty, Houghton curators, and staff from Harvard’s Loeb Music Library, the Harvard Film Archive, and Harvard’s Office of the Arts and Culture in matters pertaining to collection development and programs. The Curator will engage faculty and students in aligning Theatre Collection programs with teaching and research. The Curator will represent Houghton Library at meetings of professional and scholarly organizations, especially those pertaining to the history of the performing arts.</td>
</tr>
<tr>
<td>Position Details</td>
<td>Typical Duties and Responsibilities:</td>
</tr>
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</table>
- Establishes annual and long-range goals and priorities for HTC; supervises HTC staff
- Oversees management of HTC budget and restricted funds
- Develops the collections through purchase and gift; works with dealers, private collectors, and potential donors; works with Harvard College Library’s Development Office in the cultivation of donors and financial resources
- Promotes and provides access to the collections through exhibitions, lectures, publications, scholarly research, and public programs; organizes and participates in conferences and symposia relating to collections
- Works closely with the Associate Librarian for Collections and Houghton curators in long-range planning for the Collections Division and establishing curatorial policies and procedures
- Works closely with Houghton Preservation Librarian in establishing conservation and preservation priorities
- Advises and consults with Houghton’s Associate Librarian for Technical Services and technical services staff regarding cataloging priorities and issues concerning digitization and catalog access to the collections
- Engages faculty and students, particularly in the arts and humanities, in aligning programs with current teaching and research; participates in student seminars; interacts with researchers using theatre collection resources; and works with Houghton Public Services staff in providing researchers access to the collections
- Collaborates, when appropriate, with faculty in the arts and humanities and with staff of similar library collections and programs within Harvard, such as the Loeb Music Library, the Harvard Film Archives, and the Office of the Arts and Culture in areas of mutual interest, including collection development
- Assumes leadership roles in appropriate Library and University committees; participates in national professional and scholarly organizations

Qualifications

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

Additional Qualifications
- MLS strongly preferred; An advanced degree in a subject relevant to the collection strongly preferred
- Record of scholarly publication; active member/leader of professional activities and organizations
- Strong written and oral communication skills
- Experience working with the development office in the cultivation of donors and financial resources preferred
- Ability to work collaboratively with varied constituents at all levels across the
Harvard College Library and the University

- Ability to lift 30 lb. cartons and oversized books. This position works primarily within an office environment, but must frequently work short-term in basements, attics, and storage lockers, with exposure to dust, damp, and mold

Application

To see full job description and apply, please submit a cover letter and resume to: Harvard Employment Site

Harvard University is an Affirmative Action/Equal Opportunity Employer.

Position Title

Arts Librarian

Institution

The College of William and Mary

Location

Williamsburg, Virginia

Position Details

The Arts Librarian serves as the liaison to three departments (music, art and art history, and theater, speech and dance) and is responsible for the overall operation of the Music Library. The Arts Librarian is expected to develop and sustain innovative ways of using library collections and services to support both the creative and scholarly activities of these departments and related interdisciplinary efforts.

The Arts Librarian will plan and monitor Music Library operations; manage collection development for the library; serve as primary source of reference services and conduct library instruction; participate in the development and implementation of policies and procedures for the Research, Instruction and Outreach Services (RIOS) Department; be active in library and university committees.

The incumbent should be willing to collaborate with academic faculty, students and library staff; be open to experimentation; and possess an imaginative and creative approach to librarianship.

Qualifications

Required Qualifications:

- Ability to manage library operations
- Excellent oral, written and interpersonal communications skills
- Excellent instructional skills
- Demonstrated leadership skills
- Demonstrated success in academic liaison work and building library collections
- ALA accredited MLS
- Three to six years public service experience in an academic library
- A degree or extensive participation in the arts
- Knowledge of library technology
<table>
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<tr>
<th><strong>Position Title</strong></th>
<th>Music Cataloger (part-time)</th>
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<tbody>
<tr>
<td><strong>Institution</strong></td>
<td>Old Dominion University</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Norfolk, Virginia</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
<td>The Diehn Composers Room at Old Dominion University Libraries, made possible by a gift from composer F. Ludwig Diehn, was established in 1997 to support research leading to the performance of contemporary and new music works. The facility includes a listening library, reading room, seminar room, and a music special collections area. Old Dominion University is a state-supported institution with an enrollment of 21,000 and is a Carnegie Extensive Doctoral/Research University. The campus is located in the historic port city of Norfolk, VA.</td>
</tr>
<tr>
<td><strong>Position Details</strong></td>
<td>The Diehn Composers Room at Old Dominion University Libraries is seeking a music cataloger to catalog and classify sound recordings, music scores, DVDs/videos, and other materials for the library’s music and performance collections and assist in the cataloging of archival music collections. Other responsibilities include participating in planning and implementing events, exhibits, and other work to support, enhance and publicize archival collections; assist in the creation of metadata for digital library music projects; assist in the development, maintenance, and enhancement of intellectual access to library music collections through web page, online finding aids, and other online services; participate in catalog quality control and assessment of cataloging policies and procedures for music collections; create and verify authority records. Access the complete job description at <a href="http://www.lib.odu.edu/aboutthelibraries/employment.htm">http://www.lib.odu.edu/aboutthelibraries/employment.htm</a>. For campus information, check <a href="http://www.odu.edu/">http://www.odu.edu/</a> and for information about the Diehn Composers Room, check <a href="http://www.lib.odu.edu/diehn/index.htm">http://www.lib.odu.edu/diehn/index.htm</a>.</td>
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<tr>
<td><strong>Qualifications</strong></td>
<td><strong>Required:</strong> ALA-accredited MLS or expectation of earning the degree within the next 6 months; cataloging experience (professional or paraprofessional); knowledge of cataloging practices for multimedia collections; knowledge of music; demonstrated organizational, interpersonal, project management, and oral / written communication skills; capacity for continued learning and development; demonstrated ability to work independently and in a team environment; strong</td>
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customer service ethic.  
**Preferred:** Knowledge of intellectual property in music; experience with music collections, cataloging sound recording and other multimedia material, with Innovative Interfaces Inc or other integrated library system, and with event and program planning.

### Salary and Benefits
This is a part-time (20 hours per week) hourly position that is supported by a grant from the Hampton Roads Community Foundation. There are no benefits with this position. Salary: $25 per hour.

### Application
Review of applications will begin immediately and will continue until the position is filled. Application: Visit [https://jobs.odu.edu/](https://jobs.odu.edu/) and apply online. Old Dominion University is an affirmative action, equal opportunity employer and requires compliance with the Immigration Reform and Control Act of 1986.

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<tr>
<th>Position Title</th>
<th>Public Services Librarian</th>
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<tr>
<td>Institution</td>
<td>Rock and Roll Hall of Fame and Museum</td>
</tr>
<tr>
<td>Location</td>
<td>Cleveland, Ohio</td>
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</table>

**General Information**
The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Public Services Librarian. The Public Services Librarian reports to the Director of Library and Archives and coordinates all aspects of public services functions in the Library and Archives, including reference service, instruction, outreach, and management of the Library Reading Room; serves as the primary reference librarian and provides reference assistance to on-site and off-site users; provides instruction to users on Library and Archives’ resources and technology; assists in developing the library collections of the Library and Archives; and helps to ensure high-quality service to Library and Archives users.

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

**Qualifications**
**Required:** Master’s degree from an ALA-accredited program in library or information science; three or more years experience providing reference service and instruction in a music
library or archives, preferably in an academic setting; experience in library instruction and/or other teaching experience; knowledge of public services policies and practices in music libraries; understanding of key issues and current trends in music library reference service; knowledge of music literature and resources used in music libraries.

**Preferred:**
Undergraduate and/or advanced degree in music or other relevant degree; experience with collection development in a music library; experience creating web-based library subject guides; experience with virtual reference service (including IM and/or chat) and web technologies; supervisory experience; familiarity with archival work.

**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 - Public Services Librarian. You may also e-mail hr@rockhall.org or fax to: (216) 515-1998. No telephone calls please.
The Rock and Roll Hall of Fame and Museum is an equal opportunity employer and a Drug Free Workplace.
See the full job description at http://rockhall.com/careers/careers/public-services-librarian/.

**Position Title**
Temporary Music Cataloger

**Institution**
University of Notre Dame

**Location**
South Bend, Indiana

**General Information**
The Hesburgh Libraries of Notre Dame offer an excellent opportunity for a recent MLS graduate or for a current library school student with strong project management skills to work in a nine-month temporary staff position as a Music Cataloger. Reporting to the Head of the Arts, Architecture and Media Department, the successful candidate will be responsible for streamlining existing cataloging records for music scores. There may also be the opportunity to process and handle the Libraries’ growing collection of LPs. The Hesburgh Libraries’ collection supports the University’s academic programs in Sacred Music, Music History and Theory, and Performance.

**Position Details**
**Essential Responsibilities:**
The candidate should be familiar with the standards and tools currently in use, including:
- Anglo-American Cataloging Rules, 2nd ed. (AACR2)
- Library of Congress Classification (LCC)
- Library of Congress Subject Headings (LCSH) via OCLC’s authority File, and Subject Cataloging Manual
- National standards pertaining to music cataloging
### Qualifications

**Required Qualifications:**
- Bachelor’s degree in music
- Cataloging coursework at the graduate level
- Knowledge of European languages in addition to English
- Ability to achieve and maintain a reasonable and consistent production level that meets departmental expectations
- Ability to communicate effectively with colleagues, faculty, and students
- Ability to solve project-related problems
- Ability to create and/or add uniform titles, and authorized name entries to catalog records for scores and sound recordings, both current and historical

**Preferred Qualifications:**
- Graduate degree in music
- Library degree from an ALA-accredited institution
- Cataloging experience at a large academic, research, or music library
- Experience working with the Aleph integrated library system
- Strong organizational skills

### Salary and Benefits

Salary is commensurate with experience and qualifications. Since the position is temporary no benefits are paid.

### Application

Applications will be reviewed as received and early submissions are encouraged. Recruitment will begin immediately and continue until an appointment is made. A letter of application explaining the candidate's interest in the position, a current resume, and a listing of references should be sent to: Jennifer Matthews, matthews.27@nd.edu; subject: Music Cataloger. Electronic applications are strongly preferred.

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<tr>
<th>Position Title</th>
<th>Music Librarian</th>
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<tbody>
<tr>
<td>Institution</td>
<td>University of South Carolina</td>
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<tr>
<td>Location</td>
<td>Columbia, South Carolina</td>
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**General Information**

The libraries of the University of South Carolina seek a dynamic Music Librarian with excellent interpersonal skills to manage audio and digital services offered by the Music Library. This librarian will be responsible for digital projects including digital preservation of print and audio special collections; dubbing services; training students to use equipment; maintaining audio equipment; and for working with the web designer to maintain and update the Web presence for the Music Library. This librarian serves as a liaison and selector for music resources, staffs the service desk, provides library instruction and is the liaison to the University Libraries’ Systems Department for the Music Library. The position reports to the head of the Music Library and works closely with the University Libraries Web Development Office and with the Digital Collections Department. The University of South Carolina Music Library is a branch of the main University Libraries system and is located in the School of Music.

The University of South Carolina, founded in 1801, enrolls approximately 20,500...
undergraduate students and 6,500 graduate students on the Columbia campus. University Libraries contains more than 3 million volumes, 4 million microforms, 1 million manuscripts, 325,000 maps, and 944,000 government documents; and houses the University's special collections. University Libraries is a member of LYRASIS, OCLC, the Association of Research Libraries, and the Center for Research Libraries. The School of Music, a program with a national reputation for artistic and scholarly excellence, features an acclaimed faculty that teach 500 undergraduate and graduate music majors, specializing in virtually every orchestra and band instrument, voice, piano, organ and guitar. The School offers more than twenty degree programs including music education, performance, jazz, composition, theory, history and conducting. The main Music building features more than 100 acoustically designed rooms for practicing, rehearsing and teaching, an intimate Recital Hall ideal for solo recitals and chamber music, a music technology center and a fully-equipped recording studio. The School of Music enriches the musical life of the university and the City of Columbia by offering approximately 250 concerts a year by such groups as the USC Symphony, the Palmetto Pans, Opera at USC and Carolina Alive, among many others.

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<tr>
<th>Qualifications</th>
<th>Minimum qualifications:</th>
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<td>MLS from an ALA accredited library school; Web design experience, including familiarity with web design and graphic software tools, such as Dreamweaver, Flash, and Photoshop; Experience with coding language, such as HTML, Php scripting, XML, and JavaScript; Proficiency with Microsoft Windows and standard productivity applications, such as Microsoft Office Suite and Adobe Acrobat; Knowledge of recording techniques, history, preservation, and software, such as Sound Forge; Ability to work both independently and collaboratively in a collegial, team work environment and maintain positive professional working relationships; Excellent communication, organizational, and time- and project-management skills. SLED background check is required.</td>
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<td></td>
<td>Desired experience:</td>
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<td>Bachelor’s and/or advanced degree in music; Familiarity with copyright law and licensing issues for sound recordings and digital images; Knowledge of major music reference resources and databases; Experience with Encoded Archival Description (EAD) finding aids and Archivists Toolkit; Familiarity with controlled vocabulary, metadata use and practice, and associated standards, such as EAD, MODS, METS, RDF, and Dublin Core; Basic understanding of database design (Access, MySQL); Experience with Innovative Millennium ILS or other ILS software; Familiarity with audio equipment; Experience with digital image management and collections, such as CONTENTdm; Knowledge of best practices and experience with digital preservation for audio-visual materials; Reference and/or instructional experience in an academic library.</td>
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| Salary and Benefits   | Salary, Rank & Benefits: Salary commensurate with qualifications and experience. Competitive benefits, including vacation and sick leave, medical/dental/life insurance plans, tuition remission, and state retirement or optional retirement plan. Full-time (37.5 hours per week) 12-month unclassified, tenure-track, faculty status position with the rank of Librarian. University of South Carolina librarians are required to fulfill faculty responsibilities, including professional service. |
### Deadline
12/08/2010

### Application
The search committee will begin reviewing applications on December 8, 2010 and will continue until the position is filled.

Apply online at [http://uscjobs.sc.edu](http://uscjobs.sc.edu) (search by Requisition 002996). The cover letter, explaining the reason for your interest and qualifications, should be addressed to Chair, Music Librarian for Audio and Digital Services Search Committee. Three references submitted must include names, addresses, telephone numbers, and e-mail addresses.

Minorities and women are encouraged to apply. USC is an EOE.

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<tr>
<th>Position Title</th>
<th>Head of Arts &amp; Archives</th>
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<tr>
<td>Institution</td>
<td>Ohio University</td>
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<tr>
<td>Location</td>
<td>Athens, Ohio</td>
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<tr>
<td>General Information</td>
<td>The Ohio University Libraries invites applications and nominations for the position of Head of Arts &amp; Archives. This new position plays a key and seminal role in initiating, developing and fulfilling strategic priorities while building upon our recent achievements and the distinctive collections of the Libraries. These achievements include a recent NHPRC basic processing grant for University Archives and manuscripts backlogs, the acquisition and release on ArtSTOR of the Yao Cultural Artifacts Collection, significant collaborations with campus units on the digitization and preservation of University Archives materials, a recent Lincoln Center/NYPL exhibit featuring the Alwin Nikolais and Murray Louis Dance Collection, and the forthcoming donations of significant Asian fine art and the papers of U. S. Senator George V. Voinovich. We seek an innovative candidate who is comfortable implementing change; eager to engage stakeholders in a dynamic, fast-paced environment; committed to working effectively with students, faculty and staff from diverse backgrounds; and energized by an exciting future. Ohio University Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, and OhioLINK. <strong>The Frederick &amp; Kazuko Harris Fine Arts Library</strong> includes resources for the study of all aspects of the visual arts, with particular strength in photography and the history of photography and is home to the Yao Collection, a unique collection of North Vietnamese cultural art and artifacts. The Robert E. and Jean R. Mahn Center for Archives and Special Collections is the principle repository for three areas – University Archives, Manuscript Collections, and Rare Books and Special Collections. The collections of the Mahn Center document the life, culture and development of the first higher education institution in the Northwest Territory, nearly two centuries of the peoples of southeastern Appalachian Ohio, and nationally significant scholars, artists and leaders. The Music/Dance Library is a full-service branch library located in Glidden Hall, home of the School of Music. More information about Ohio University Libraries can be found at <a href="http://www.library.ohiou.edu/">http://www.library.ohiou.edu/</a>.</td>
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Established in 1804, Ohio University is a comprehensive, state-assisted institution classified by the Carnegie Foundation as a Research University (high research activity). It is located in Athens, a scenic, culturally rich community 75 miles southeast of Columbus, Ohio. With 20,000 students enrolled on the Athens campus and over 8,000 students on five regional campuses, the university offers a diverse, dynamic and collegial atmosphere to its students, faculty and staff.

Position Details

The Head of Arts & Archives provides leadership and direction for a new department consisting of the Fine Arts Library, the Mahn Center for Archives and Special Collections and the Music/Dance Library. Specifically, the department head promotes and advances collection prominence; fosters and develops relationships with units on campus to further integrate art and archival collections and services into research and the curriculum; serves as a mentor and supervisor for professionals in the department; coordinates, promotes and sustains collaborations between departmental units and with other units in the libraries such as digital initiatives, technical services, and the Center for International Collections; participates in grant-writing, fundraising initiatives and donor relations to further the goals of the department and libraries; establishes improvement goals for departmental units in conjunction with the libraries’ strategic initiatives; and serves as the subject librarian for one or more areas related to the arts. Reports to the Assistant Dean for Research and Education Services.

Qualifications

Required

- A master’s degree from an ALA accredited institution or a master’s degree in history (or other relevant subject) with formal coursework or training in archival management and theory
- At least 3 years professional work experience in an academic library
- Demonstrated success leading, promoting teamwork, and fostering collaborative relationships
- Experience supervising professional librarians or archivists
- Experience managing multiple, simultaneous projects
- Experience with reference, instruction and collection development in an academic library
- Experience with archival collections
- Effective oral and written communication skills
- Knowledge of current and emerging trends in academic libraries and special collections, including digital archival collections

Preferred

- Experience with collections in the arts
- Undergraduate degree in the arts
- Experience with institutional archives
- Experience writing and administering grants
- Knowledge of records management and university archives processes

Salary and Benefits

Salary is commensurate with experience and education. Ohio University employees enjoy a liberal benefits package, including 22 days annual vacation, generous insurance, and Ohio state employee or alternative retirement.
Application Review of applications begins January 17, 2011. However, applications will be accepted until a suitable candidate is identified. Position available immediately. Please apply online at http://www.ohiouniversityjobs.com/applicants/Central?quickFind=57383

Ohio University is committed to the diversity of faculty, staff and students. Applicants who will enrich the diversity of our campus are especially encouraged to apply.

Position Title: Instruction Coordinator/Humanities Librarian
Institution: Meriam Library, CSU Chico
Location: Chico, California

General Information:
Position Description: One full-time (12 month with 10 month option) tenure track Instruction Coordinator/Humanities Librarian. The position is available August 2, 2011. Position contingent on funding.

The Meriam Library is seeking an Instruction Coordinator/Humanities Librarian to make a significant contribution to the library and to the teaching and learning environment at CSU, Chico. This is a tenure track librarian position with primary responsibility for coordinating the library’s instruction program, as well as university and system-wide information literacy efforts. This position includes instruction, subject liaison and collection development duties in English, Music, and Theater Arts, as well as general reference services. As a university that educates students of various ethnic and cultural backgrounds, we value a diverse faculty and staff. CSU, Chico welcomes applicants who are knowledgeable about and interested in working within a cross-cultural learning environment.

The Library: The Meriam Library supports a comprehensive university curriculum at the master’s degree level and emphasizes active engagement and outreach with faculty and students. The Library is a unit of Information Resources which also includes Computing and User Support, Academic Technologies, and Communication Services. This organizational integration positions the Library as an active partner in innovative technologies for the library and the campus.

Further information about the Meriam Library is available at http://www.csuchico.edu/library/

Responsibilities:
The successful candidate will serve as the Coordinator of Library Instruction and will be a member of the Reference Department.

Responsibilities include:

• Coordination and planning of library instruction and information
literacy efforts, including working with the University First-Year Experience coordinator to offer effective library instruction and assessment in UNIV101.

- Coordination, development, and maintenance of general library pathfinders, tutorials, and online guides
- General reference service at the desk, via email, and through IM and chat (including some weekends)
- Instruction, outreach, and collection development and management in English, Music, and Theater Arts.
- Undergraduate instruction in other areas of the Humanities, as needed
- Participation in Reference Department and library governance, professional development activities, and university service.

Qualifications:

Minimum Qualifications:

- ALA accredited graduate degree in Library/Information Science or equivalent degree if granted outside the United States or Canada
- Experience with library instruction and information literacy in an academic library
- Experience in reference services in an academic library
- Experience with collection development in an academic library
- Demonstrated interest in the application of emerging technologies and models to library services, instruction, and collections
- Demonstrated effective oral, written and interpersonal communication skills
- Demonstrated ability to think critically and analytically and to work in a collegial, collaborative, service-focused environment

Preferred Qualifications:

- Demonstrated ability in using instructional design media, including but not limited to LibGuides, Camtasia, or Captivate.
- Degree or substantial coursework in English or another Humanities discipline
- Evidence of interest in and/or contribution to professional activities

Salary & Benefits

Salary: $4755 - $5230 commensurate with experience. CSU librarians may elect a 10 month work year (pro-rated salary). Benefits include 24 days vacation (to a maximum accumulation of 40 days), holidays, 12 days sick leave, programs for health, dental, vision and life insurance, California State Retirement System and a taxable educational fee waiver program. The incumbent will hold the rank of Assistant Librarian. Librarians in the California State University have full faculty status and are represented by the California Faculty Association. Faculty retention, tenure and promotion are based on demonstrated achievement in librarianship, professional development and contribution, and service to the profession, university and community.

Application:

Closing Date: March 7, 2011

How to Apply: Applications should include a letter specifically addressing the candidate’s qualifications, a current resume, names and contact information for
three current references, and a completed Application for Academic Employment which is available on-line at www.csuchico.edu/faaf/Forms/FacultyEmplApp.doc

Recruitment #11-MLIB-01
Send application packet via surface mail, email or FAX to:

Joe Crotts, Chair, Hiring Committee
Library Administration
Meriam Library
California State University, Chico
Chico, CA 95929-0295
530-898-6675
FAX: 530-898-4719
Email: jcrotts@csuchico.edu

Questions regarding this position should be directed to Joe Crotts.

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530-898-5555) or by accessing the following website: http://www.csuchico.edu/up/information/clery_act.html

For disability related accommodations please call ADA Coordinator at (530) 898-4666.

CSU, Chico is an EOE Employer and also only employs individuals authorized to work in the U.S.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Editor for Music Cataloging Bulletin</th>
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<tbody>
<tr>
<td>Institution</td>
<td>Music Library Association</td>
</tr>
<tr>
<td>General Information</td>
<td>The Music Library Association (MLA) is seeking applications for the position of Editor of the Music Cataloging Bulletin (MCB). The MCB is a monthly publication that provides information from the Library of Congress and the NACO-Music Project, among others, of interest to the music cataloging community. It also serves as a forum for discussion and communication on all matters related to music cataloging.</td>
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<tr>
<td>Position Details</td>
<td>The Editor of the Music Cataloging Bulletin is appointed by the President in consultation with the Board of Directors. The Editor receives content from the Music Division of the Library of Congress (LC) and from participants in the NACO-Music Project. The Editor may solicit content from other sources, such as the Bibliographic Control Committee, reports on cataloging sessions at local and national meetings, and questions and recommendations from individuals. The Editor also may monitor</td>
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</table>
other cataloging resources, such as listservs, for relevant material. Questions on LC policy are submitted to the Music Division for comment before being published in the MCB.

The MCB editor is responsible for formatting each issue as both HTML and PDF files using conventional software, such as DreamWeaver or a comparable program for HTML, and Adobe Acrobat (version 5.0 or higher) for PDF. The MCB Editor submits the files for each issue to the MLA Business Office at least a week before the issue goes live so that the Business Office can review the formatting prior to uploading the new issue to the site.

The editor submits a report to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee. The editor is a member of the Bibliographic Control Committee and of the Publications Committee and is expected to attend the annual meetings of the committees. The editor submits a budget to the Fiscal Officer.

Term: The appointment is one year, with reappointment possible for a maximum of four years. The Board reviews the performance of the MCB Editor annually. The President reappoints upon successful review and the desire of the incumbent to continue.

Qualifications

Required qualifications: experience as a music cataloger; excellent writing and communication skills, electronic access to Library of Congress authority records; experience creating PDF and HTML files; membership in MLA

Desired qualifications: editorial experience, participation in the NACO-Music Project

Salary and Benefits

The editor receives an honorarium of $1500 annually.

Deadline

Applications must be received by January 21, 2011.

Application

Interviews will be held in conjunction with the upcoming annual meeting in Philadelphia. In order to facilitate a smooth transition, the successful candidate will work jointly with the current editor to produce the MCB, with the official date of transition to full responsibility to be determined by mutual agreement.

Members of the search committee are Paul Cauthen (chair), Neil Hughes, Jim Zychowicz, and Linda Solow Blotner. Please submit electronically a letter of application (including a resume and sample publications and/or writing samples) and a list of three references to: paul.cauthen@uc.edu.
<table>
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<tr>
<th>Position Title</th>
<th>Director of Media Resources</th>
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<tbody>
<tr>
<td>Institution</td>
<td>James Madison University</td>
</tr>
<tr>
<td>Location</td>
<td>Harrisonburg, VA</td>
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**General Information**

James Madison University is currently advertising a faculty vacancy for a Director of Media Resources.

James Madison University Libraries seeks a creative, service-oriented librarian for the position of Director of Media Resources. This is an excellent opportunity to assume a leadership role in the continued development of a media resources center that offers an outstanding collection of more than 20,000 titles, including nearly 3,000 online videos, and that provides innovative media services including digital media production support for students.

James Madison University is a public, comprehensive university of approximately 18,000 students located in the scenic Shenandoah Valley, two hours southwest of Washington, DC. The university has been ranked by U.S. News and World Report as the top-rated public regional Master’s level university for seventeen consecutive years and is consistently named one of the nation’s most wired universities. The Princeton Review Best Value Colleges for 2010 named the university one of the nation's 50 best value institutions. The university places a strong emphasis on undergraduate research and offers 34 Master’s and five doctoral degrees. The JMU Libraries are part of the Libraries and Educational Technologies division, which has the mission of enriching our communities by building learning and information environments where people connect with ideas and with each other to discover, create, and share knowledge. The JMU Libraries include Carrier Library, East Campus Library, and the Music Library.

**Position Details**

Provide leadership for all aspects of media resources including the Media Center in Carrier Library, media collection development, and equipment loans. Develop departmental vision and goals; develop rich media collections and services that support teaching and learning; manage the implementation, promotion, and assessment of media resources initiatives. Evaluate and implement new media technologies; implement new media formats including plans for content reformatting. Continue the development of digital media production lab for students. Manage four staff positions plus student assistants. Collaborate with colleagues across the libraries on integrating media services into the learning commons service model and managing digital assets. Teach occasional workshops related to media resources. Serve as liaison librarian to an academic department. Participate in library-wide activities and serve on L&ET and University committees. This position reports to the Associate Dean for Public Services and serves on the Dean’s Management Council.
### Position Title
**Arts and Humanities Librarian (temporary)**

### Institution
**Humboldt State University**

### Location
Arcata, California

### General Information
Humboldt State’s University Library invites applications for a full-time 10-month temporary Librarian in the subject area of Arts and Humanities. Initial appointment runs from August 1, 2011 through May 31, 2012. A second year full-time 10-month appointment scheduled to begin on August 1, 2012 will be contingent upon satisfactory performance evaluation.

Humboldt State University is part of the 23-campus California State University system.

The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a residential and rural campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state. Additional information about Humboldt State University can be found at [http://www.humboldt.edu](http://www.humboldt.edu).

### Position Details
The Arts and Humanities Librarian is one of a team of subject librarians who share responsibility for developing high quality collections and delivering both general and specialized reference, research, and instructional services. This position in the library’s Information Services Department will have responsibility for research instruction and collection development in the arts and humanities; providing general and specialized reference, both face-to-face and online; designing online library-related resources and instructional materials, including tutorials, to support the curriculum in the assigned disciplines; and serving as liaison to the assigned departments to develop and assess the library’s collections and to integrate library resources into teaching and learning. Participation in relevant library and campus committee meetings and scheduled reference service hours, including some evening and weekend work, are required. Librarians are members of the faculty bargaining unit at Humboldt State University. The primary professional responsibilities of librarians in temporary positions are performing their assigned duties and working...
collaboratively and productively with colleagues. Assignments will be consistent with the programmatic needs of the library and students.

**Qualifications**

Professional Qualifications: Master’s degree from a program accredited by the American Library Association or foreign equivalent is required at time of appointment. Other qualifications required include: a bachelor’s degree in an area of the arts or humanities; subject expertise, demonstrated by a degree, significant coursework, or background, in music; minimum of two years of full-time professional academic or research library experience, to include discipline-specific and general reference service, research instruction, and collection development; excellent written and verbal skills, including excellent presentation skills; familiarity with standard research databases; ability to work cooperatively with others. Candidates whose qualifications also suit them to prepare individuals to function in a culturally and ethnically diverse society are especially encouraged to apply.

Preferred Qualifications: Subject expertise in one or more of the following: art history, art, drama/theatre, film studies, or history; experience with course management software, online or chat reference, delivery of instruction using new and emerging technologies, and design of digital learning objects; reading knowledge of Spanish or French.

Evidence of degree(s) required at time of hire. The successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration services to work in the United States.

**Salary and Benefits**

Salary is dependent upon the appointee’s qualifications and experience. The current California State University Salary Structure is available at http://www.humboldt.edu/aps/docs/Salary-Schedule.xls. Humboldt State University provides an excellent benefits package for faculty. Information about the benefits plans available to HSU faculty can be found at http://www.calstate.edu/Benefits/Summaries/2007_Faculty-Unit%203.pdf.

**Deadline**

First consideration will be given to completed applications received no later than February 11, 2011.

**Application**

Qualified candidates should send a letter of application, curriculum vita, transcripts (unofficial copies are sufficient for initial review), and the names and contact information of three professional references to:

Joan Berman, Search Committee Chair
University Library
Humboldt State University
One Harpst Street
Arcata, California 95521-8299
Phone (707) 826-3441 / Fax (707) 826-3440
In letter of application, please refer to Job #7474

Application Deadline: This position is open until filled. Early response is encouraged.
Candidates are required to submit a hard copy of the application materials, but are welcome to utilize fax (707-826-3440) or e-mail (kellee.johnson@humboldt.edu) for correspondence.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the State. The University is an Equal Opportunity/Title IX/ADA employer with a strong commitment to diversity and encourages applications from women, members of all ethnic groups, veterans and people with

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<tr>
<th>Position Title</th>
<th>Music Librarian, Music Resource Centre (MRC)</th>
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<tbody>
<tr>
<td>Institution</td>
<td>Memorial University of Newfoundland</td>
</tr>
<tr>
<td>Location</td>
<td>St. John’s, Newfoundland and Labrador, Canada</td>
</tr>
<tr>
<td>General Information</td>
<td>Memorial University of Newfoundland invites applications for a permanent-tenure track librarian appointment in the University Library System.</td>
</tr>
<tr>
<td>Who we are:</td>
<td>The Music Resource Centre (MRC) is a specialized library designed to provide Music and Music Education students and faculty with convenient access to scores, sound recordings, study and listening space, reference assistance and instruction. It is located within the School of Music, St. John’s Campus. Management responsibility for the MRC lies with the Associate University Librarian for the Dr. C. R. Barrett Library and the Music Resource Centre. At present the collection of the MRC includes 8,000 scores, 6,000 sound recordings, a small reference collection, and the current year’s acquisitions in music periodicals and monographs. The Centre also provides study and listening space for students.</td>
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<td>To see Memorial’s electronic resources relevant to Music go to <a href="http://www.library.mun.ca/mrc/index.php">http://www.library.mun.ca/mrc/index.php</a> and choose “Explore a Topic – Music”. To see the latest acquisitions for music choose “New resources for music”. The Queen Elizabeth II Library, the largest branch of Memorial University Libraries, also provides library systems, acquisitions, cataloguing and collection support services. A collegial relationship exists among the approximately 40 professional librarians of the library system, and many opportunities to work on committees and projects are available. Memorial University Libraries include the Queen Elizabeth II Library, the Health Sciences Library, the Music Resource Centre, the Dr. C.R. Barrett Library (Marine Institute) and the Ferriss Hodgett Library (Grenfell Campus). For more details about the library system see <a href="http://www.library.mun.ca">http://www.library.mun.ca</a>.</td>
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<tr>
<td>Position Details</td>
<td>What your responsibilities will be: The successful candidate will be the library liaison for the School of Music. This individual will also provide leadership and guidance to one full-time staff person and student assistants in the Music Resource Centre. S/he will operate as the collections</td>
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development librarian to select appropriate resources in all formats and subject areas to meet performance, pedagogical and research needs. This includes responsibilities for building collections in the Music Resource Centre as well as the Queen Elizabeth II Library. Liaison work includes regular contact with faculty, graduate and undergraduate students, the identification of disciplinary needs and the promotion of library resources and services in the area. The appointee will take part in the library’s instructional program, delivering information literacy programs to students at all levels in the School of Music as well as delivering relevant reference services within the Music Resource Centre. The appointee will work with and report to the Associate University Librarian for the Dr. C. R. Barrett Library and the Music Resource Centre in a process of continual improvement focused on the collections and services offered at the Music Resource Centre. Some evening and weekend work may be required.

Qualifications

The person we want to hire:
Memorial University is looking for a creative, dedicated and highly motivated librarian with an interest in working in a small specialized facility serving the School of Music. The individual should be committed to all aspects of library service relevant to research, teaching and learning in the discipline of music. The successful applicant will enjoy interacting with people, planning and implementing virtual and in-person library services and shaping collection resources. Memorial University Libraries value individuals who are committed to a reflective professional practice and expect them to identify needs, create new solutions, and be actively engaged in both team and individual working styles.

We encourage applications from librarians who are attracted to an evolving workplace that strives to meet changing user needs and the long term requirements of research and scholarship. Applicants must have a degree from an ALA accredited graduate program in Library and Information Science and an undergraduate degree in music. Advance subject qualifications or competence in performance or musicology would be an asset. Knowledge in one or more languages including German, Italian, French or Latin is desirable. Since our future will be defined by emerging technologies, familiarity with the current state of information technology and a commitment to keep abreast of it are also needed. Previous experience in collection development and/or library instruction and/or reference work is desirable. Experience with the application of information technology in medium to large academic libraries is also beneficial.

Salary and Benefits

This is a tenure-track appointment. An appointment at the rank of Librarian I or II is anticipated. Salary floors as of September 1, 2010, are $52,106 and $59,650 for Librarian I and II respectively. Actual salary will recognize experience and qualifications. Memorial offers this position, as part of the bargaining unit, with standard academic benefits including provision of time for research and professional development. For more details see http://www.mun.ca/munfa/CA2010-2013.pdf.

Deadline

The deadline for applications is January 5, 2011.

Application

Interested qualified individuals should send a resume and contact information for
three references to:

Lorraine Busby
University Librarian
Memorial University of Newfoundland
St. John’s, Newfoundland and Labrador
Canada A1B 3Y1
Tel: (709) 864-3862
Fax: (709) 864-2153
Email:
univlib@mun.ca

Please cite competition number VPA-QEII-2010-003. Memorial University of Newfoundland is committed to employment equity and encourages applications from qualified women and men, visible minorities, aboriginal people and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.