

## MUSIC LIBRARIAN

The Marta and Austin Weeks Music Library, a branch of the University of Miami Libraries, seeks an energetic, skillful, and creative Music Librarian to help expand programs and services in our new \$10 million state-of-the-art facility.

### THE UNIVERSITY

The University of Miami, located in Coral Gables, Florida, is a privately supported, non-sectarian institution which currently enrolls approximately 10,100 undergraduates and 5,100 graduate students. The University comprises 11 degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science ([www.miami.edu](http://www.miami.edu)).

As one of the most comprehensive music units in American higher education, and as a free-standing school within a major research university, the Phillip and Patricia Frost School of Music offers degree programs ranging from the Bachelor of Music degree in performance, music education and therapy, composition, and the Bachelor of Science in music engineering, to the Doctor of Musical Arts in performance, studio music and jazz, conducting and composition, and the PhD degree in music education. Several jazz ensembles, namely the Frost School Concert Jazz Band and the Frost Jazz Vocal Ensemble are nationally known and have won numerous student Downbeat awards. Located in the center of the 260-acre lush and tropical main campus, the Frost School has an enrollment of 700 music majors, including 200 graduate students and 500 undergraduates.

### THE LIBRARIES

The University of Miami Libraries ([www.library.miami.edu](http://www.library.miami.edu)) rank among the top 50 research libraries in North America with a combined collection of 2.5 million volumes and 38,400 current serials. The University Libraries are members of ARL, ASERL, CLIR, NERL, OCLC, and SOLINET. The Marta and Austin Weeks Music Library and Technology Center is on the cutting edge of using media to give the students at the University of Miami an opportunity to experience the varied world of music. Among the collections housed in the 22,500 square foot facility are scores, sound recordings, music videos and DVDs, research collections, and a wealth of e-resources. The library maintains the Larry Taylor-Billy Matthews Musical Theater Archive, an extensive collection of recordings and scores focusing on American musical theater and popular music. A targeted area for collection development is jazz recordings, DVDs, and instructional materials. The Weeks Music Library staff consists of two professional librarians, six full-time library paraprofessionals, and student assistants ([www.library.miami.edu/music/home.html](http://www.library.miami.edu/music/home.html)).

## **THE POSITION**

Responsibilities: carries out responsibilities in a variety of technical services, digital and public service areas; participates in the development of new instructional services; provides reference assistance and individual consultations; contributes to the Weeks Music Library website; performs original cataloging of music formats; oversees copy cataloging and metadata creation; contributes to collection development and digital library projects. For further information contact Nancy Zavač, Head, Weeks Music Library ([nzavac@miami.edu](mailto:nzavac@miami.edu); 305-284-9884).

## **QUALIFICATIONS**

**Required:** ALA-accredited MLS degree or equivalent; previous experience in libraries; bachelor's degree with a major in music or equivalent; demonstrated knowledge of music cataloging using AACR2, LC classification and subject headings, and the MARC formats; working knowledge of information and digital technologies.

Candidates should be able to demonstrate: the ability to work effectively with a culturally diverse population; a commitment to the importance of excellence in teaching and scholarship; the ability to work with the faculty and the university administration; and the capability to represent the interests of the library in the community.

## **SALARY AND BENEFITS**

Compensation will be competitive and will be commensurate with the experience and qualifications of the person selected. Twelve-month appointment at Librarian Assistant or Librarian Associate Professor rank.

Comprehensive benefits package including: paid pension plan; partially paid medical and dental insurance plans; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; and optional fee-based membership in a state-of-the-art wellness center. Moving allowance available. No state or local income taxes.

(<http://www.miami.edu/benefits/pdf/bensum-faculty06.pdf>).

## **APPLICATIONS AND NOMINATIONS**

Review of applications will begin immediately and continue until the position is filled. Applications and nominations will be accepted until a suitable candidate is selected. Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. Send nominations and applications to:

Rudy Montejo, Human Resources Coordinator

Otto G. Richter Library

University of Miami

P.O. Box 248214

Coral Gables, FL 33124-0320

e-mail: [richter.recruiting@miami.edu](mailto:richter.recruiting@miami.edu)

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