Music Library-Special Collections Graduate Services Assistant

Number of positions available: 1

About the Program

The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (https://www.library.unt.edu/jobs/gla-gra). These positions provide tuition benefit program hours and are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (https://www.library.unt.edu/jobs/gla-gra)

Department Overview

The Music Library supports the scholarly and performance research needs of the College of Music by collecting and preserving monographs, reference works, periodicals, printed music and sound recording formats, as well as subscribing to electronic databases for research and streaming music. Special collections are a particular strength of the Music Library's holdings, emphasizing the many genres classified under Western art music and jazz, but also popular music and various sub-genres. Ten full-time staff and around 30 student assistants also provide reference and access services, ensuring that the College of Music and all outside researchers are able to locate and access music materials.

Position Description

The GSA will perform various duties in support of the Music Special Collections unit. Most work will relate to the Music Library's processing and preservation of music special collections. Direct supervision will be by the Music Special Collections librarian. The GSA in this area will also assist at the Music Library Service desk as needed. Any member of the Music Library full-time staff may assign other projects.

Position Responsibilities

Responsibilities include but are not limited to:

- Organize and process new and existing music special collections
- Record metadata for music special collections finding aids
- On an ad hoc basis, digitize materials to fulfill patron requests and for the UNT Digital Library
- Receive incoming music special collections
- Oversee preservation best practices when storing collections
- Create and maintain instruction materials on special collections equipment and software

Hours and Location

20 hours per week; mostly centered around M-F, 9-5, as determined in consultation with the Music Special Collections Librarian. Most work takes place in Willis Library.

Duration

Fall 2021-Spring 2022. Dependent upon funding summer employment may also be available and contracts might be renewed.

Minimum Qualifications

- Undergraduate or advanced degree with music major or minor, either complete or well underway, or substantial history of formal study of music.
- Familiarity with music research tools and processes.
- Strong knowledge of music resources.
- Basic knowledge of library resources.
- Knowledge of word-processing and attention to formatting details.
- Ability to manage workflows and work independently

Preferred Qualifications

- Advanced coursework in music research, preferably musicology
- Previous library experience, preferably in music.
- Basic reading knowledge of Italian, French, and/or German to identify music composition titles
- Knowledge or experience of conservation/preservation terminology and practices as applied to various materials.

Contact for More Information

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Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

Requirements

First, apply to the Libraries' graduate assistant program by providing the following documents.

- **Your resume**
- **Unofficial Transcript**
- **A list of three professional references, which includes contact name, phone number, and email address**
- **Cover letter**

Applications and all supporting documents should be submitted to Lib_Grad@unt.edu.

If you wish to claim veteran's preference, you should also submit a Veterans Self-Identification form along with applicable documentation such as your DD214. For veteran's forms please go to the Veterans Self-Identification Reports page. (http://www.untsystem.edu/forms/human-resources/veteransself-identification-reports)