

Music Library Department: Music Processing 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. Six full-time librarians and around thirty full- and part-time staff 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 Music Library Processing GSA performs various duties in support of the Music Library Processing area within Music Technical Services. Supervision will be by the Manager of Music Processing, and by other members of the full-time music staff. Most work will relate to the Music Library's processing, preservation, and providing access to the Music Library's print and audio holdings.

Position Responsibilities

- Implement directives set forth by the Manager of Music Processing.
- In coordination with the Manager of Music Processing, supervise processing assistants.
- Update and maintain the integrated library system (Sierra) to reflect appropriate status of items.
- Ensure Rush Requests are processed in a timely manner.
- Oversee workflow of inhouse pamphlet binding.
- Oversee shipments of music materials to the commercial bindery.
- Maintain handbooks and create new documentation as necessary.
- In coordination with the Music Access Services Manager, assist in processing music materials and scans for course reserves.
- Assist in maintaining and processing music materials for the Featured Music Items and special displays.
- As needed, assist patrons at Service Desk and/or staff the Sandborn Reading Room.
- Assist and/or coordinate special projects or programming as assigned by any full-time staff member.

Hours and Location

An average of 20 hours/week; schedule varies. Most work takes place in Willis Library

Duration

Spring 2024. Dependent upon funding summer employment may also be available.

Minimum Qualifications

You must be a full-time graduate student and have prior relevant experience or complete at least nine graduate credit hours within your discipline with at least one course in research methods, basic information resources management, or information organization and control. You should also possess these qualifications:

- Bachelor's degree in music
- Familiarity with music research tools and processes
- Knowledge of word-processing and attention to formatting details
- Ability to manage workflows and work independently
- Ability to work well with others and perform duties with accuracy
- Ability to lift up to 50 pounds.

Preferred Qualifications

- Knowledge of conservation/preservation terminology
- Advanced coursework in music
- Reading knowledge of French and/or German
- Basic knowledge of library resources
- Previous library experience
- Basic knowledge of standard cataloging practices and procedures
- Experience supervising employees
- Experience with preservation practices as applied to various types of 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 UNT 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.