

Music Library-Harp Archive Graduate Research Assistant 2026-2027

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 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

One of the largest and most significant music collections in the US, the Music Library supports study, research, and scholarship of the UNT community and beyond. Outstanding collections of books about music, music journals, printed music, sound recordings, and music-related electronic databases provide students, researchers, and performers opportunities to expand their understanding and use of music. Our special and digitized collections include unique research and sound materials across diverse genres, with special strengths in jazz, 17th—18th-century opera, radio, harp, and historical sound recordings. Meanwhile, The Soundbox, our music maker space, offers a creative environment to explore and engage with the technology of music, from electronic instruments to digital audio production. The Music Library enjoys close collaborations with UNT's largest harp program, one of the largest in the United States, currently with fourteen harpists (BA, BM, MM, DMA and Graduate Artist Certificate programs).

Position Description

The GRA for the Harp Archive provides key support for the Music Library's work with the International Harp Archives ([International Harp Archives - Harp Resource Guide - Guides at University of North Texas](#)) to process, preserve, and provide access to the collection while also serving as a harp subject expert for visitors and researchers. The GRA in this area will also assist at the Music Library Service desk as needed.

Position Responsibilities

Responsibilities include but are not limited to:

- Perform reference duties, including ad hoc digitization of materials to fulfill patron requests
- Organize and process new and existing special collections
- Record metadata for music special collections finding aids
- Proofread written content for harp-related language and spellings
- Conduct outreach for the collection
- Assist in assessing donations for collection fit
- Assist in preparing reports for the American Harp Society and the World Harp Conference
- Observe preservation best practices when storing collections

Hours and Location

20 hours per week; Willis Library and the Research Collections Library

Duration

Fall 2026-Spring 2027, renewed for Fall 2027-Spring 2028 upon successful performance. Dependent upon funding, summer employment may also be available.

Minimum Qualifications

You must be a full-time graduate student. You should also possess these 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, resources, and processes
- Basic knowledge of library resources
- Knowledge of word-processing and attention to formatting details
- Ability to manage workflows and work independently

Preferred Qualifications

- Familiarity with the harp as well as its history and literature
- Advanced coursework in music
- Previous library experience, preferably in music
- Basic reading knowledge of Italian, French, and/or German sufficient to identify music composition titles
- Knowledge or experience of conservation/preservation terminology and practices as applied to various materials.

Pay Rate

Pay rate will depend on student's progression in their graduate program.

Contact for More Information

Susannah Cleveland

Head, Music Library

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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

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 by March 6, 2026.