

Position Description

Title:	Head Catalog Librarian
Department:	Library
Reports To:	Director of Library Services
Internal Contacts:	Staff, Faculty, Students
External Contacts:	Vendors as needed Professional library staff, especially catalog librarians
Employment Status:	Full-time; Exempt

Domains:

- Catalogs materials in all formats, including digital, as well as local audio- and videorecordings that require detailed original work.
- Establishes, in conjunction with the Library Director, institutional cataloging policies and procedures.
- Designs and carries out catalog maintenance projects.
- Trains the other catalogers, and oversees their work.
- Works closely with the technical services staff about the physical processing of materials.
- Contributes to the Library's website with finding aids, FAQs, and instructional pages; and to the design of the Web Opac.
- Deputizes for the Library Director in his or her absence.
- Performs reference duties, five to ten hours per week, both in person and online.

Job Requirements:

- Master's degree in library or information science from ALA-accredited school; bachelor's degree in music.
- Three years of cataloging experience.
- Command of all relevant aspects of OCLC, RDA, AACR2, MARC, LCSH, and authority control; awareness of emerging practices.
- Ability to plan and organize projects and see them through to completion.
- Detailed knowledge of classical music history and repertoire, including an abiding interest in the current classical music scene.
- Working knowledge of European languages, and the ability to read music fluently.
- Excellent oral and written communication skills, including the ability to make authoritative decisions and to communicate the reasons behind them effectively to the staff.
- Familiarity with EAD, Dublin Core, and other methods of organizing archival collections preferred.
- Knowledge of XML and fluency with Web-authoring tools preferred.
- Experience cataloging in Innovative Interfaces, Inc.'s Sierra platform preferred.
- Knowledge of jazz and musical theatre preferred.

Contact Information:

Email letter of application and résumé, including three references to:

Peter Caleb, Director of Library Services;

pcaleb@msmny.edu

No phone calls.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.