



Music Technology and Digital Media Librarian (**Lib/Arch II – R&L**)

The Lewis Music Library is a hub of research, collaboration, and experimentation of music and media at MIT. Media resources in music are highly varied, from legacy formats like LP records, to fully digital and streaming platforms. Equally varied are the technologies used in music for composition, study, performance, engineering, and education. Lewis also maintains a robust inventory of circulating audio equipment, available to the wide needs of our MIT community.

We are seeking a futuristic specialist of audio, media, and music technology to lend their expertise and envision, develop, and implement programs in music technology and digital media within the Lewis Music Library. Working closely with the Music and Media Program Head, this position will be instrumental in developing programs and services that enhance engagement with these unique resources to aid in collaboration, research and learning with music.

As well as supporting this multi-dimensional community, the person in the role will be instrumental to transforming the Libraries' thinking about physical collections in media and music audio and what criteria are necessary to provide meaningful access to content in the digital age.

RESPONSIBILITIES INCLUDE:

Lewis Music Library Audio Equipment Management 25%

- Provides independent authority and oversight of the Lewis Music Library Audio Lab and other specialized media equipment
- Stays current on landscape of audio and technology tools in music and leads initiatives related to acquisitions of relevant resources to Lewis Music Library
- Provides instruction and tours, specifically of music library audio and media tools
- Regularly inventories and maintains all resources within audio lab
- Responsible for creating budgets, monitoring and tracking expenditures related to resources acquired for the function and development of the Audio Lab

Music Technology/Digital Media Liaison Support 70%

- Serves as library liaison for all music technologies and digital media resources in Lewis and provides in-depth reference services and research consultations within domain of subject expertise
- Works with Music and Media Program Head to provide comprehensive strategy for acquiring resources needed for Lewis Library, including the Audio Lab, to support MTA instruction and education
- Provides written and online manuals and training materials related to use of digital media and software applications owned by Library
- Collects, preserves, and fosters the use of unique and rare historical audio materials that document the history of Music at MIT.
- Compiles and creates manuals and instruction guides on all media in library, including circulating equipment, audio lab resources, and online tools
- Regularly communicates with MTA faculty and staff and provides support and engagement with resources and educational needs to support instruction in given areas

- Leads initiatives to support innovative research and use of technologies and media related to music at MIT

Website and Communications Support, Other Duties, 5%

- Leads efforts and activities to create online tools and instructional materials (i.e. libguides) relevant to Audio Equipment and music technologies
- Engages with and promotes resources to music library users regularly through a variety of communication channels
- Assisting with donor cultivation and stewardship to acquire funding to pursue new initiatives and resources to support Music and Media Program
- Manages online content and regularly updates Lewis Music Library website

QUALIFICATIONS:

Required:

- Master's degree in Music, or equivalent combination of education and related experience (3+ years)
- Strong knowledge of music, and demonstrated use of software tools including: Finale, Sibelius, MuseScore, Logic Pro, Reaper, Max (Cycling 74), SmartScore, Warepad, etc.
- Ability to generate reports and work with data; ability to assist staff or library users in the use of such listed technology and library equipment.
- Demonstrated initiative, flexibility, and ability to work and learn in a rapidly changing landscape
- Knowledge of or interest in coding using tools such as HTML, Java, Python
- Deep understanding of audio production tools and resources, including knowledge of modern and historical equipment and recording formats for audio and video, including but not limited to downloadable and streaming files, CDs, DVDs, magnetic tapes, 33- and 78-rpm discs, computer hardware & software for production, reproduction, editing, and reformatting of audio & video
- Ability to interact and work with faculty, students, and all levels of staff
- Ability to proactively diagnose problems, think on your feet, and provide timely solutions

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred:

- MLS/MLIS from an ALA-accredited institution or ample knowledge of academic/research library operations and support
- Academic library/archive experience
- Knowledge of library catalogs and related information management systems (Alma/Primo)
- Understanding of academic culture and the role of libraries within a university setting
- 2-3 years of experience in providing quality customer service and professional level consultation in audio/video engineering
- Knowledge or experience with computational composing, or Music encoding, and enthusiasm for music as data
- Knowledge of information citizenship issues: Digital Rights Management, intellectual property, licensing specific to digital media
- As a commitment to diversity, equity, inclusion, accessibility, and social justice are essential values within the Libraries and the Institute, the incumbent must apply a culturally competent lens to this vital position within our organization.

SALARY AND BENEFITS: This job is a pay Grade 8 with the following range (min-mid-max):

67,080 88,910 110,740

Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and flex-place, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

APPLICATION PROCESS: Apply online at: <https://hr.mit.edu/careers> applications must include cover letter and resume. Priority will be given to applications received by **January 7, 2022**; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.