Head, Music Library
University of Southern California
Requisition ID: 2001702

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an experienced, dynamic, and forward thinking librarian to lead the Music Library. The successful candidate will have a strong foundation in librarianship combined with the experience to build user-focused music collections, provide responsive research consultation services, develop effective information literacy and critical thinking instruction programs, and establish effective communication channels with the Thornton School of Music. The Head is expected to be up-to-date with professional and scholarly activities impacting music scholarship and information trends and be able to apply this knowledge to have a significant, positive impact on the USC community.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California is one of the world's leading private research universities. An anchor institution in Los Angeles, USC enrolls more international students than any other U.S. university and offers extensive opportunities for internships and study abroad. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. For more information, visit www.usc.edu.

USC LIBRARIES

The USC Libraries actively support the discovery, creation, and preservation of knowledge. We develop collections and services that support and encourage the academic endeavors of faculty, students, and staff; build a community of critical consumers of information; and help develop engaged world citizens. Through these means, we contribute to the continued success of the University of Southern California. The USC Libraries include the Doheny Memorial Library and fourteen specialized libraries with an operating budget of approximately $41 million. Library collections encompass over 4.2 million volumes, 5.9 million microforms, 3.1 million images, 49,300 linear feet of manuscripts and archives, with access to over 113,800 serials in print and electronic formats, and nearly 724,000 e-books. For more information, visit www.usc.edu/libraries.

The Music Library's collections include over 20,000 books, 45,000 music scores, and 25,000 CDs. There are also sizeable holdings in off-site storage. The Music Library supports the teaching and research at the Thornton School of Music, which confers degrees through the Ph.D.

RESPONSIBILITIES AND DUTIES

Reporting to the Director, Arts & Humanities Division, the Head will:

- Serve as the administrator of the USC Music Library.
- Provide teaching and research-focused information services, including developing and conducting instruction programs focused on advanced resources for undergraduate and graduate level music students;
- Work collaboratively to support implementation of discipline and course specific information literacy standards across the curriculum through instruction, workshops, and the creative use of technology;
- Work collaboratively with other subject selectors, faculty, and students on collection development activities by selecting print and electronic resources, primarily in music, and in other disciplines, as assigned;
- Provide in-person and virtual research consultation and instructional services to students and faculty within and beyond the Music Library, as assigned, including some weekends and evenings;
- Contribute to the creation, development, and delivery of workshops, tutorials, and related on-line research guides on library resources and library research methods to students in person and online;
- Liaise with and assess the information and service needs of research and teaching faculty and students within music, and other disciplines, as appropriate;
- Stay current regarding emerging scholarly information trends and continuously assess their use for library services;
- May provide course instruction in the USC's Masters of Management in Library and Information Science Program;
- Participate in library and other committees as assigned.
- Evening and weekend work is required.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC and;

- An academic degree in music;
- At least 2 years of professional experience as a professional librarian with responsibility for providing reference, instruction, and collection development in an academic or research library;
- Evidence of a commitment to a strong public service orientation within an academic or research library setting;
- Demonstrated knowledge of music information resources;
- Effective oral and written communication skills;
- Demonstrated ability to manage multiple priorities and meet deadlines;
- Demonstrated ability to work in a collegial, collaborative environment;

- Demonstrated ability to perform effectively in, and contribute to a diverse, multicultural population of users on and off-campus.

Desired qualifications:

- Management and/or supervisory experience;
- Knowledge of and experience with current professional trends in librarianship, especially those relating to scholarly communications and digital arts & humanities;
- Experience in managing teams and projects;
- Knowledge of and recent experience in the use of instructional technology to improve learning outcomes;
- Experience promoting awareness of library resources and services.

FACULTY APPOINTMENT RANK/SALARY

Rank: Assistant/Associate University Librarian.

Continuing appointment track; rank and salary commensurate with experience and qualifications. This is a full time appointment. Librarians at USC have faculty status. Appointment to the continuing appointment track requires the potential to meet the University's requirements for the granting of continuing appointment, which is based on demonstrated excellent performance and the expectation of continued excellence and growth in profession expertise. For more information on Guidelines on Criteria and Qualifications for the Appointment, Promotion and Continuing Appointment of Librarians on the Continuing appointment Track, see: http://www.usc.edu/libraries/about/faculty/documents/Criteria_document07152008.pdf.

BENEFITS

This position is full-time on a 12-month contract. Benefits include a choice of retirements programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents). For more information about benefits see: http://www.usc.edu/dept/Benefits/ .

APPLICATION PROCEDURE

Applications must be submitted via USC's online faculty application website: To apply for this position visit:
https://facultypositions.usc.edu/bonita/console/frsSubmission.jsp?postingId=2001702

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), and 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee.

Closing date for applications: August 3, 2015

For more information about this position contact Ruth Wallach, Chair of the Search Committee, at rwallach@usc.edu.

USC values diversity and is committed to equal opportunity in employment. Women and men, and members of all racial and ethnic groups, are encouraged to apply.