SUMMARY OF POSITION:

The University of Miami Libraries (UML) seeks a highly-motivated, open-minded, and knowledgeable librarian for the position of Head of the Marta and Austin Weeks Music Library in the Marta and Austin Weeks Music Library and Technology Center. The Weeks Library is a subject-specialty library that houses collections of music scores, books, sound recordings, musical theater archives, manuscripts, and other resources; offers more than 150 seats for individual and collaborative study; provides access to music databases, streaming music, and online scores; and offers music-related technology tools and resources. Located on the edge of Lake Osceola on the Coral Gables campus of the University of Miami, the Library is embedded in the Phillip and Patricia Frost School of Music, which administers the adjacent Technology Center. The new Head of the Weeks Library will develop and implement a vision for the Library that aligns with the UML strategic plan; manage the Weeks Library staff, services, resources, and spaces to support the Frost School and promote the Weeks Library among the broader University and public. Supervisory responsibility includes 1.0 FTE librarian, 6.0 FTE staff members, and student employees. The Head of the Weeks Library also serves as an ex officio member of the Frost School of Music Library Advisory Committee.

Challenges and opportunities for the position may include 1) reorganizing the Music Library to reflect a new vision; 2) collaborating with academic service partners in the Libraries’ Learning Commons to develop the Weeks Library’s Creative Studio and to add new services, such as writing and peer-to-peer consulting; 3) identifying new areas of general collecting focus based on review of curricular and research needs; 4) exploring deeper connections and collaborations with the Frost School’s adjacent Technology Center; 5) expanding outreach to local, regional, and/or international music communities, 6) advising the Frost School of Music on the future of the Ensemble Library that the School administers directly, and 7) the option of teaching a graduate level, three-credit Music Bibliography course when needed by the Frost School.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performance:

Reporting to the Associate Dean for Learning and Research Services (LRS), the Head of the Weeks Library will:

Provide visionary, strategic leadership for the Weeks Library

- Develop a vision for the Weeks Library that aligns with the UML strategic plan.
• Supervise and train a team that includes one professional librarian (Assistant Head), full-time staff members, and student employees.
• Manage the library’s budgets (collections’ allocations and gift funds, operational funds, student employee wages, capital requests, and other financial resources) in coordination with the UML Budget Manager and Head of Acquisitions.
• Oversee all aspects of collection management, including development, implementation and maintenance of a collection development policy.
• Develop building, service, and staffing hours in coordination with UML Access Services and other UML libraries.
• Ensure a safe and welcoming library building by managing the building’s opening and closing procedures and coordinating security policies with Facilities.
• Oversee cataloging and preservation of specialized music materials in coordination with the UML Metadata and Discovery unit and the Preservation/Conservation unit.
• Manage content for promotional materials, the Weeks Library website, and relevant social media accounts in coordination with UML Creative Services / Communication Services.
• Collaborate with the Head of the Creative Studio and Learning Commons’ leadership to coordinate provision of appropriate academic support services in Weeks Library.
• Gather and provide data on usage of library services and spaces in coordination with the Assessment Librarian.
• Represent the Weeks Library in engagements with donors, prospective donors, and others, as needed.
• Represent the Library on the Department Representatives Council.
• Lead special projects and other initiatives, as needed.

Serve as the lead liaison librarian to the Frost School of Music

• Foster congenial, collaborative working relationships with students, teaching faculty, and researchers in the Frost School of Music to promote and develop UML’s services in support of learning and research.
• Offer consultative and instructional/teaching services on information literacy, scholarly communications, and related topics for undergraduate students, graduate students, teaching faculty, and faculty researchers.
• Oversee resource selection in music, including selection of materials, format preferences, and access needs to support curricula and research activities, and contribute to broader UML collection development initiatives and projects.
• Collaborate with librarians with expertise in data services, GIS, and digital humanities to provide coordinated support for digital scholarship.
• Collaborate with colleagues in Special Collections, Metadata & Discovery, and Preservation in order to ensure that Weeks Library’s rare and distinct collections are arranged, described, housed, made available, and preserved according to best practices.
• Collaborate with colleagues in UML’s Distinctive Collections to provide access to rare and unique music sources housed in their collections.
• Actively track curricular and research developments in the Frost School of Music and adapt library services in response.
• Share professional expertise, knowledge and ideas with other UML liaison librarians and functional specialists who support students and faculty.
Develop knowledge of current and emerging approaches to pedagogy in higher education and music education. See, in particular, the “The Frost Method” – a curriculum used at the Frost School.

Provide expert advice and consultation on the development of the Frost School’s Ensemble Library.

Serve as member of the UML Liaison Librarian Council.

Develop and promote the Weeks Library effectively with the Libraries, University, and broader communities

Serve as an ex officio member of the Frost School of Music Library Advisory Committee.
Serve on University and Library committees, task forces, and teams.
Network, collaborate and actively participate in local, regional, national, or international organizations.
Represent and promote the University of Miami Libraries in professional organizations.

MINIMUM QUALIFICATIONS:

ALA accredited master’s degree or equivalent and experience with library instruction/information literacy and information/reference service in an academic or research library setting.
A minimum of five years of experience working in an academic or research library setting.
Experience supervising and/or training employees.
Demonstrated understanding of current and emerging trends in music librarianship.
Knowledge of digital resources and information technologies needed in music.
Excellent oral and written communication skills.
Demonstrated interpersonal skills and ability to work independently and collaboratively and to establish and maintain strong relationships with a diverse community of faculty, students, and colleagues.

Preferred:

Advanced degree in music.
Experience working in a music library.
Demonstrated understanding of digital media, technology, copyright, intellectual property and their relevance to music library services and collections.
Knowledge of Spanish would be beneficial, but is not required.

Context:
The University of Miami (www.miami.edu) is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution located in Coral Gables, Florida, on a 260-acre subtropical
campus with operations at three additional locations throughout the greater Miami region: Medical campus (downtown Miami); Marine and Atmospheric Science campus (Virginia Key); and South Campus (Richmond Facility). The University comprises eleven degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science.

The Frost School of Music has an enrollment of approximately 750 majors in 31 programs leading toward B.A., B.M., B.S., AD, M.A., M.M., M.S., DMA and PhD degrees. These programs are served by approximately 85 full-time and 45 part-time faculty, plus 128 graduate teaching assistants. The Frost School of Music has been an accredited institutional member of the National Association of Schools of Music since 1939.

The University of Miami Libraries (UML) rank among the top 50 research libraries in North America with a collection of over 3.9 million volumes and 100,000 current serial subscriptions. UML comprises six libraries across the University’s three campuses. UML locations on the Coral Gables campus include: the Otto G. Richter Library (the central, interdisciplinary library); the Paul Buisson Architecture Library; the Judi Prokop Newman Business Information Resource Center; and the Marta and Austin Weeks Music Library. The downtown Miami campus hosts the Louis Calder Memorial Library. The Virginia Key campus hosts the Rosenstiel Marine and Atmospheric Science Library. Libraries at the School of Law and the Department of Ophthalmology in the Medical School are administered independently. The University of Miami Libraries provide support and services for 10,832 undergraduates, 6,171 graduate students, and 15,630 full and part time faculty and staff. UML employs 85 professionals (including 61 librarian faculty), 97 support staff and 56 FTE student employees. UML is a member of and contributor to the Association of Research Libraries, Association of Southeast Research Libraries, Association of Academic Health Science Libraries, Council on Library and Information Resources, OCLC Research Library Partners, International Federation of Library Associations, Center for Research Libraries, International Association of University Libraries, Library Publishing Coalition, Digital Library Federation, Hathi Trust, Academic Preservation Trust, Consortium of Southern Biomedical Libraries, Florida Collaboration of Academic Libraries of Medicine and Southeast Florida Library and Information Network. UML licenses electronic resources through the Northeast Research Libraries and Lyrasis consortia. UML is a member of the Rosemont Shared Print Alliance, Scholars Trust and Florida Academic Repository (FLARE).

The Marta and Austin Weeks Music Library (www.library.miami.edu/musiclib) supports the learning and research needs of the members of the Phillip and Patricia Frost School of Music, the University’s Coral Gables campus, and the wider local, regional, and international music communities. The library contains a new “Creative Studio” focused on audio technologies, sophisticated playback equipment, computers to facilitate research, and a variety of quiet and comfortable places to study. A highly-trained and dedicated library staff organizes and provides assistance with the collections, equipment, and technology. The library’s faculty also provides formal instruction and personalized consultations in the use of its resources. Collections include 37,000 CD recordings, 32,000 LP recordings, 39,000 print and digital books, 73,000 music scores, 8,000 journals, and 4,000 DVDs and videos, and other materials. Collections also include online access to music databases, streaming music, and online scores. Specialized collections
include the Musical Theater archive, the Frank Cooper Music Facsimile Collection, and the Camner Family Music Collection. Coupled with the University of Miami Libraries’ impressive general collection, the Weeks Library serves as one of the most important music research centers in the southeastern United States.

Salary and Benefits:
Compensation will be competitive and will be commensurate with the experience and qualifications of the person selected. Appointments at the Librarian Associate Professor rank and above are typically five-year, renewable contracts. The University of Miami offers a comprehensive benefits package including: 403b retirement plan; medical, dental, and vision benefits; life, disability, and long-term care insurance available; tuition remission; thirteen paid holidays; and twenty-two days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore and sporting event discounts; and optional fee-based membership in a state-of-the-art wellness center. Moving allowance is available. No state or local income taxes.

Applications:
Review of applications will begin on December 14, 2018, and continue until the position is filled. Applications should be submitted here and must include a letter of interest, curriculum vitae and the names of three references.

The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.