



Music Technology and Digital Media Librarian (Lib/Arch II - Research and Learning - Lewis Music Library)

The Lewis Music Library at MIT is a vibrant center for research, collaboration, and innovation in music, media, and audio. Our diverse media collections range from legacy formats like LP records to fully digital and streaming platforms. We support a wide array of technologies used in music composition, study, performance, engineering, and education. Additionally, the library maintains a comprehensive inventory of audio equipment available to the MIT community.

The successful candidate will be joining MIT Libraries at a pivotal time for music across the institute. The recently opened state-of-the-art Edward and Joyce Linde music building hosts a lab and dedicated spaces for music technology, allowing opportunities to collaborate and support faculty teaching and instruction in that space. Recent expansions in the academic curriculum include a new master's in music technology and increased research activity across multiple departments and centers at MIT focused on music technology and computation.

We are seeking a forward-thinking specialist in audio, media, and music technology to bring their expertise to the Lewis Music Library. This role involves envisioning, developing, and implementing programs in music technology and digital media. Working closely with the Lewis Music Library department head, the specialist will play a key role in creating programs and services that enhance engagement with our unique resources, fostering collaboration, research, and learning in music.

The successful candidate will also be pivotal in transforming the library's approach to physical and digital media collections, ensuring meaningful access to content in the digital age.

RESPONSIBILITIES

Lewis Music Library Audio Equipment Management 25%

- Provides independent authority and oversight of the Lewis Music Library Audio Lab and other specialized media equipment, supervises student staff on use of audio resources, compiles and analyzes data on lab usage, and establishes policies and procedures related to the use of its materials.
- Coordinates the acquisition of new resources for use within the library by staying abreast on evolving landscape of audio and technology tools in music.
- Facilitates access to lab and relevant library resources by conducting orientation, instruction and tours, specifically of music library audio and media tools.
- Oversees inventories and manages access to all resources within audio lab, independently administers strategies to develop and enhance resources within lab by

tracking and analyzing user data, running analysis reports, and providing written documentation on the use of the lab.

- Responsible for creating budgets, monitoring and tracking expenditures related to resources acquired for the function and development of the Audio Lab
- Hires, trains, develops, and monitors the work of student employees in support and function of the Lewis Music Library Audio Lab

Music Technology/Digital Media Liaison 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.
- Uses outreach strategies to develop relationships with faculty and researchers that optimize the impact of library expertise and services.
- Assists researchers to find and manage information and data, and critically evaluate and use research tools, platforms, and infrastructure.
- Coordinates with Music and Media Program Head to provide a comprehensive strategy for acquiring resources needed for Lewis Library, including the Audio Lab, to support MTA instruction and education.
- Uses specialized knowledge and expertise by providing written and online manuals, and training materials related to use of digital media and software applications owned by the 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.
- Uses specialized knowledge and expertise by leading initiatives to support innovative research and use of technologies and media related to music at MIT
- Serves as the departmental representative to the Arts and Humanities Community of Practice and Liaison, Instruction & Reference Services.

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.
- Promotes resources to music library users regularly through a variety of communication channels by designing outreach strategies that engage and inform users.
- Manages online content to Lewis Music Library website by routinely editing web pages and content to users.

REQUIREMENTS

- 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 candidates 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.
- Experience supervising the work of students or others.

HOURS AND LOCATION

This is a full time, exempt, hybrid position. Exact schedule to be arranged with the manager.

SALARY AND BENEFITS

The target hiring range for this position is \$75,000-\$93,000. 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 telecommuting, 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 via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **February 18, 2025**; 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. Please reach out to lib-hr@mit.edu with any questions regarding this role.

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 155-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 anybody, 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.

BACKGROUND CHECKS

Employment is contingent upon the completion of a satisfactory background check.

VISA SPONSORSHIP

This position is not eligible for visa sponsorship. MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.