

Eastman School of Music  
University of Rochester  
Position Description

Functional Title: ESM, Associate Dean/Head Librarian

University Title: Sibley Music Library, Associate Dean/Head Librarian

Job Code: 1712                      Pay Grade: 000

Reports To: Senior Associate Dean of Graduate Studies at the Eastman School of Music

The Sibley Music Library, founded in 1904, is one of the world's preeminent research libraries, devoted to all aspects of the study of music. It serves primarily the students and faculty of the Eastman School of Music of the University of Rochester, providing a reference and research collection in support of undergraduate and graduate curricula in performance, composition, music education, musicology, music theory, jazz, contemporary media, and music leadership. The Sibley Music Library's collection encompasses nearly 750,000 items and includes the Ruth T. Watanabe Special Collections of rare printed books and manuscripts, the Eastman School of Music Archives, and the Eastman Audio Archive.

Responsibilities:

- The Associate Dean/Head Librarian of the Sibley Music Library is responsible for ensuring excellence in all aspects of the library's programs and services, including collection development, personnel management, budget management, technical services, client services, and library technology development.
- In conjunction with five direct-report department heads, the Associate Dean/Head Librarian is responsible for managing approximately 17 staff employees and approximately 50 student employees.
- The Associate Dean/Head Librarian collaborates with other University of Rochester library directors on common initiatives and policies, including the University-wide automated library system.
- The Associate Dean/Head Librarian works with the offices of Communications and Advancement to cultivate potential donors and devise a strategy for library development.
- The Associate Dean/Head Librarian works with the Eastman Technology & Media Production Director to guide direction of technology development within the library.
- The Associate Dean/Head Librarian will continue to lead the Sibley Music Library into the twenty-first century, adapting to the needs of its users.

Requirements:

- Master's degree in Library Science or equivalent from an ALA-accredited program, plus graduate study in music history, theory, music education, performance, or a related field. PhD or DMA in music history, theory, music education, performance, or a related field preferred.
- Five years minimum administrative experience in a music research library, including staff supervision, strategic planning, fund development, and budget management.
- Experience in collection development, cataloging, client services, and music information technologies.
- Dynamic leadership skills and ability to work with a diverse constituency of studio and academic faculty, staff, students, and the larger community of the University of Rochester.
- Strong written and oral communication skills.      Active participation and leadership in professional organizations in music and/or librarianship.