

United States Air Force Band

Active Duty Air Force Opening for

Music Librarian

Job Description

The Chief Music Librarian of The United States Air Force Band is responsible for maintaining the printed and digital music used for all USAF Band performances, stewardship of all library equipment and supplies, and providing library related support to other offices within The USAF Band, to include training, artistic planning, marketing and production.

The Werle Library is our country's fourth oldest and third largest premier military band library. The current music collection contains over 100,000 listings for band, orchestra, chorus, ceremonial, instrumental chamber ensembles, jazz band, piano/vocal sheet music, conductor scores, and reference books. In addition to the sheet music collection, the Library maintains extensive digital archives, including files on the history of The United States Air Force Band and an extensive audio recording collection.

The Library has a staff of one full-time Chief Music Librarian and up to 12 part-time assistant librarians, who provide music for the organization in a timely manner and ensure all music is returned to the stacks complete and ready to go for future use. The typical work day for the Chief Librarian is 0730-1600 Monday through Friday, with some night and weekend work required for special events. This job requires the ability to lift and move boxes of sheet music, weighing approximately 15 lbs to the height of 6-7 ft.

Essential Duties and Responsibilities

- Prepare, distribute, track and collect conductor scores and performance parts in a timely manner
- Provide correct program listing, instrumentation, and other information as needed
- Acquire new sheet music required for performance (purchase, rental, download, or loan)
- Perform photocopying, printing and binding duties
- Fulfill personal music loan requests from bandsmen for chamber music, practice parts, etc.
- Ensure music is legible and in good repair, to include fixing bad page turns, taping, and replacing
- Research the availability of errata sheets and distributing corrections as required
- Add bar numbers and/or rehearsal letters/numbers to conductor scores used in recording projects
- Maintain an accurate database of the Werle Library's sheet music collection
- Provide research support for future programming, as requested
- Provide research support to the music licensing team, as needed
- Prepare musical excerpts to be used in audition packets
- Maintain contact lists of USAF band librarians, DoD band librarians, industry leaders (composers, arrangers, copyists, publishers) and applicable music performance libraries (professional ensembles, university libraries, etc.)
- Support outside requests as directed by current commander
- Oversee service contracts on music production printer, scanners, and associated computers
- Oversee Spacesaver electronic shelving system servicing contract
- Ensure supplies are well-stocked for the library section (non-sheet music)
- Train collateral duty librarians to assist with the above responsibilities

Minimum Qualifications

- **Experience commensurate with that of a Bachelor's degree in the Arts, Humanities, or Music**
- **Four years' experience in music library employment preferred**

Required Skills

- Working knowledge and practical skills in archives management set forth by the Society of American Archivists, to include digital archiving, basic and detailed conservation practices, and multi-format digital preservation software and platforms
- Proficiency with MS Office to include Word, Excel, and Outlook; and the ability to learn how to use the library's Access database and digital archiving and printing system
- Working background and knowledge of basic music theory, music history, and instrumental/vocal repertoire
- Superb interpersonal skills, with an interest in and commitment to providing positive and helpful customer service to all library users
- Ability to work as part of a team
- Excellent organizational, as well as verbal and written communication skills
- Basic managerial skills to lead/direct/train 8-12 assistant librarians as needed
- Ability to work both quickly and accurately in a fast-paced environment with uncompromising attention to detail
- Ability to prioritize and to be flexible when reprioritization is necessary
- Expertise in record keeping, to include maintaining accurate records of performances and loans
- Basic knowledge of the music publishing industry
- Working knowledge of book binding techniques and equipment
- Basic knowledge of archival techniques for printed materials
- Experience with cataloging various media in several cataloging styles

Other duties can include but are not limited to:

- Database maintenance and administration
- Working with government contractors
- Understanding of US copyright law and its application to music
- Music licensing
- Formatting, writing, editing, and proofing programs, program notes, and publicity materials
- Preservation of music and archival collections
- Prepare public domain sheet music for posting on The Band's website
- Answer and research reference inquiries