

## POSITION VACANCY ANNOUNCEMENT

**POSITION:** Music & Performing Arts Librarian  
**RANK:** Assistant or Associate University Librarian  
**REPORTS TO:** Director, Architecture & Fine Arts Library  
**SALARY:** \$57,604 minimum salary at the Assistant University Librarian rank  
\$66,626 minimum salary at the Associate University Librarian rank  
The Smathers Libraries offer a salary commensurate with experience and credentials  
**JOB NO #:** 522402  
**DEADLINE DATE:** July 18, 2022 - applications will be reviewed as received

### JOB SUMMARY

The University of Florida George A. Smathers Libraries seeks a creative and student-centered Music & Performing Arts Librarian. This is a year-round (12 month), tenure track library faculty position that supports the School of Music, the School of Theatre & Dance, and related interdisciplinary programs supported by the College of the Arts. This librarian provides specialized reference, consultation, and library instruction, and manages collections in all formats to support music, theatre and dance. The Music & Performing Arts Librarian will work collaboratively with other faculty and staff of the Architecture & Fine Arts Library to plan and deliver services to the wider audience served by that library, and to the University of Florida community. Additionally, this librarian will work collaboratively with faculty and staff associated with the Department of Special and Area Studies Collections to acquire collections, provide services, and plan events related to those materials.

The Smathers Libraries are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We support that commitment by offering a fulfilling work experience that allows for collaboration, growth, and development as well as shared perspectives. To support all colleagues, students, faculty, and staff and foster excellence in a diverse and collaborative society, the libraries are actively seeking candidates who bring culturally rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, and perspectives.

The library encourages broad participation in reaching decisions and consequently the Music & Performing Arts Librarian will contribute to discussions and provide input, and serve on various committees and teams. The Music & Performing Arts Librarian will pursue professional development opportunities, including research, publication, and professional service activities to meet library-wide criteria for tenure and promotion.

## RESPONSIBILITIES

- Serves as primary liaison between the Libraries and the administration, faculty, and students of the School of Music and the School of Theatre & Dance, taking initiative to identify and meet their resource and service expectations and to facilitate ongoing communication.
- Develops research collections supporting music, theatre and dance in a systematic and balanced manner, managing budgets and selecting both current and retrospective materials in appropriate formats to support the curricular, research, and creative needs of the university community.
- Provides both general and specialized reference and instructional services. This includes offering classes addressing research skills and information literacy, as well as the development of LibGuides and other online resources.
- Analyzes the music and performing arts collections and services, and provides assessments, reports, and recommendations as required for strategic planning and statistical reporting.
- Contributes to the efficient management of the Architecture & Fine Arts Library facilities, public service programs and technical functions. May be assigned to coordinate or manage activities or personnel in one or more areas.
- Works collaboratively with faculty and staff associated with the Department of Special & Area Studies Collections to acquire collections, provide services, and plan events or exhibits related to special and archival collections.
- Actively engages in diversity, equity, and inclusion initiatives and creates a welcoming environment for all.
- Pursues professional development opportunities including research, publication, grants, and professional service activities to meet library-wide criteria for tenure and promotion.

## QUALIFICATIONS

Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet the preferred qualifications.<sup>1</sup> We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop the preferred skills. Additionally, applicants are encouraged to communicate how their work and other experiences satisfy the required qualifications in ways that may not be obvious.

### ***Required:***

- Master's degree in Library or Information Science from an ALA-accredited or foreign equivalent program at time of appointment.
- Undergraduate or advanced degree in music.
- For appointment at Associate University Librarian rank, minimum eight (8) years of relevant experience required.
- Broad knowledge of music, theatre, and dance literature as well as performance repertoire.
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and/or perspectives in research, teaching, service, and other work.
- Evidence of excellent oral and written communication skills, including presentation skills and/or teaching, and/or training skills.
- Ability to work both independently and collaboratively with faculty, students, administrators, and the public.
- Flexibility and the capacity to embrace innovation and change.
- Strong potential to meet the requirements for tenure and promotion outlined in the [departmental by-](#)

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<sup>1</sup> Schmalig, K. B., Blume, A. W., & Baker, D. L. (2017). Characteristics of Faculty Position Advertisements Associated with Applicant Diversity. *Journal of Higher Education Theory & Practice*, 17(8), 10–17. Collier, D., & Zhang, C. (2016). Can We Reduce Bias in the Recruiting Process and Diversify Pools of Candidates by Using Different Types of Words in Job Descriptions? *Mohr, T. S.* (2014). Why Women Don't Apply for Jobs Unless They're 100% Qualified. *Harvard Business Review*, 25.

[laws.](#)

**Preferred:**

- Advanced degree in music, theatre, or dance.
- Work experience in a library supporting music, theatre, and/or dance.
- Knowledge of musical score publishing and distribution industry practices and trends as it relates to collection development.
- Understanding of copyright law regarding music, theatre, and dance materials in all formats and how it relates to the use of library collections.
- Teaching experience either in a library or classroom setting.

**ARCHITECTURE & FINE ARTS LIBRARY**

The [Architecture & Fine Arts \(AFA\) Library](#) is a branch library located on the UF campus, within the Fine Arts Complex. The collections of the AFA Library primarily support academic programs associated with the College of the Arts and the College of Design, Construction & Planning. In addition to bound volumes (books, journals, musical scores), the library holds over 12,000 sound and video recordings. AFA Library functions through the skilled work of three librarians, three additional full-time staff, and several student employees involved in a variety of public services, collection management, and technical activities. AFA Library provides seating for 100 patrons, access to public computing and sound media workstations, an electronic keyboard, and circulating equipment including portable 3D scanners, cameras, iPads, and digital projectors. The AFA Library's specialization and size make it an important university, state, and regional resource. In addition to its resources, the library's unique mid-century modern space continually impresses visitors. Unusual, hallmark double-decker carrels dominate the wood-paneled, 20-ft ceilinged reading room. While open to all interested researchers, the AFA Library reading room is enlivened with the activities of individuals inspired to enrich the world with their creative efforts.

**UNIVERSITY OF FLORIDA LIBRARIES**

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six of the campus libraries, and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, over 15 million digitized pages from the Libraries' collections and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and engages in a variety of collaborative, international projects while [engaging with the UF community](#). We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per [Strategic Directions 4: Diversity, Equity, and Inclusion](#). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

## **THE UNIVERSITY OF FLORIDA**

The University of Florida (UF) is the state of Florida's preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](#). UF is currently fifth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016)". UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. [Stronger Together: Promoting Racial Justice through Awareness and Action](#) provides UF faculty and staff with a series of educational offerings to help them better understand and address racism and bias and help promote racial justice at the individual, institutional, and systemic levels. For more information, please consult the [UF homepage and the Office of the Chief Diversity Officer website](#).

## **BENEFITS**

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The University of Florida provides ongoing [guidelines and resources related to COVID-19](#), including [free testing](#) on campus.

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

## **GAINESVILLE COMMUNITY**

Gainesville and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

## **APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV

- a list of three references including their contact information (telephone number and email address)
- a written statement regarding strategies for outreach to faculty and students in the School of Music and the School of Theatre + Dance. (250 words)

Apply by 11:55 pm (EST) on July 18, 2022 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 522402](#). Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process, please contact Joe Piazza, George A. Smathers Libraries Human Resources Office, at [jpiazza@ufl.edu](mailto:jpiazza@ufl.edu).