

Librarian for Music Special Collections

Posting Details

Announcement Information

Oberlin College and Conservatory is accepting applications for Librarian for Music Special Collections. The successful candidate will work collaboratively within and beyond the department to acquire, manage, and provide access to music special collections, including teaching with primary sources, providing in-depth reference and research support, and implementing projects to process, arrange, describe, and preserve music special collections with the goal of always improving accessibility. They also contribute to the Conservatory Library's planning, assessment, and engagement efforts, as well grant/donor funded projects. The Librarian for Music Special Collections represents the Conservatory Library on the Distinctive Collections Working Group and engages more broadly in the region and beyond on issues related to music-oriented special collections and archives. The incumbent is expected to work comfortably and with a high degree of expertise in a shared decision-making environment.

Job Summary

The successful candidate will possess a demonstrated capacity to be creative in leveraging the strengths of our collections for curricular and co-curricular activities. Among our incredible collections are the James R. and Susan Neumann Jazz Collection and the Frederick R. Selch Collection of American Music History. The Librarian for Music Special Collections supervises a term-limited part-time position of Project Archivist for the Neumann Collection, and 4-6 hours per week of student employees.

This position reports to the Head of the Conservatory Library and works closely with colleagues in other distinctive collections and metadata creation areas at the College (Archives, Rare Books, Digital Collaborative, Con Tech Services, and Discovery and Metadata Services) on access and discovery workflows and standards.

Oberlin College is located in Oberlin, OH. The position is onsite.

Responsibilities

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The **Librarian for Music Special Collections** will

- Partner with Conservatory faculty on teaching and research projects.
- Enhance discoverability and utility of the Conservatory's special collections through cataloging and metadata, finding aids, and digital scholarship.
- Curate physical and digital collections and exhibits
- Develop and curate collections of rare and unique materials in the Conservatory Library
- Work collaboratively with Head of Conservatory Library regarding gift assessment and collection development.
- Ensure proper housing/rehousing of physical materials and proper storage and formatting of digital files
- Train and supervises the term-limited project archivist and student workers
- Identify materials for preservation, conservation, and digitization.
- Oversee organization in the vaults and maintenance to ensure proper storage and conditions
- Monitor special collections facilities conditions, reporting to Head of Con Library around facilities and working with key partners throughout OCL.
- Collaborate in the development and maintenance of the Conservatory Special Collections website and research/course guides.
- Participate in Conservatory Library meetings and planning, and develop close working relationships with Oberlin College Archives. Participate in Libraries, campus, and consortial groups as appropriate.

Essential Job Functions

Marginal Job Functions

Required Qualifications

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- MLS, Master's Degree in Archival Administration or equivalent
- Bachelor's degree in music or equivalent professional performance experience; fluent reading ability in Western musical notation
- 2-4 years of professional library/archives/museum experience with classroom/presentation experience
- 2-4 years experience in collections arrangement and description and demonstrated ability to document procedures and metadata decisions
- Demonstrated experience with one or more library/archival descriptive standards, such as DACS, RDA, DCRM, etc.
- Demonstrated experience one or more library/archival schema, such as EAD, MARC, MARCXML, Dublin Core, VRA Core, MODS, etc.
- Outstanding oral, written, and interpersonal communication skills
- Willingness to engage in continuous professional learning and comfort with ambiguity

Desired Qualifications

Desired Qualifications

- Graduate degree in music
- Working knowledge of the history of jazz or early American music
- Supervisory experience
- Experience working with archival applications such as ArchivesSpace
- Experience working with a digital asset management system such as ContentDM, Islandora, Omeka, Alma Digital, etc.
- Familiarity with working with digital files and image and audio editing software
- Some knowledge of intellectual property issues related to archives, libraries, and special collections and copyright issues associated with print and digital technologies
- Demonstrated ability to participate in donor relations, collection solicitation, and gift management
- Demonstrated ability to participate in the preparation and management of grants

Quick Link for Posting

<https://jobs.oberlin.edu/postings/17819>

Compensation

Within the range established for this administrative and professional staff position, salary will be commensurate with experience and qualifications. Oberlin College offers an excellent benefit package including a generous PTO policy.

Special Instructions to Applicants

Initial review of applications will begin **November 15, 2026**

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Curriculum Vitae
3. List of References

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Can you read music fluently and do you have a strong understanding of music theory and notation?
 - o Yes
 - o No