Job Title	Associate Editor
PVN ID	GS-1509-000728
Category	Clerical/Office Services
Location	The GRADUATE CENTER
Department	RILM
Status	Full Time
Hourly Rate	$20.00
Hour(s) a Week	35
Closing Date	Feb 19, 2016 (Or Until Filled)

General Description

Répertoire International de Littérature Musicale (RILM) seeks to fill an Associate Editor position. RILM publishes *RILM abstracts of music literature*, which is widely recognized as the world's premiere abstracted bibliography on music and related disciplines. RILM was established in 1966 and operates under the joint sponsorship of the International Musicological Society, the International Association of Music Libraries, Archives, and Documentation Centres, and the International Council for Traditional Music.

RILM abstracts covers research on all types of music and related studies published in all document types (books, articles, reviews, collections, etc.). The database is fully searchable, with in-depth vocabulary-controlled indexing and detailed abstracts. The data are written, input, and edited to a high uniform standard by an international staff of specialists from all subject areas. The database contains over 850,000 bibliographic records, and is published online and (for certain material) in print.

The successful candidate will be required to learn and apply our editorial rules, as detailed in our editing and indexing style manuals, improving the prose, punctuation, and factual content of the material through research, and will engage professionally and culturally with German-language music scholarship.

Other Duties

Edit, index, translate, and sometimes write abstracts of scholarly literature on music received from diverse sources and of varied quality and intelligibility, bringing them to a high standard of literacy and scholarship, focusing on German-language material.

A work schedule of 20 hours per week is envisioned for training (full-time hours are 35 per week). After a lengthy training period, the schedule can be flexible.

Salary: $20 per hour to start, plus comprehensive benefits for 20 hours per week or more.

Qualifications

- PhD/ABD in historical musicology, ethnomusicology, or music theory is preferred.

  • Experience in editing and the ability to organize data into logical concepts, with proven research and writing skills.

  • Superior written English skills and excellence in focused, detailed work.

  • Native or near native fluency in German; further language skills are a plus.

- Willingness to engage in administrative and technological work.

Applicants should submit a cover letter, curriculum vitae, and a list of three references with contact information. Only candidates selected for an interview will be contacted.

The RILM International Center is located at 365 Fifth Avenue, New York, NY 10016.