

Job Title	Associate Editor
PVN ID	GS-2203-004597
Category	Research
Location	The GRADUATE CENTER
Department	R��pertoire International de Litt��rature
Status	Full Time
Hourly Rate	\$26.00-\$26.00
Hour(s) a Week	35
Closing Date	Apr 03, 2024 (Or Until Filled)

## General Description

**R  pertoire International de Litt  rature Musicale (RILM)** seeks an Associate Editor who will be responsible for abstracting and indexing publications in Japanese and Korean.

### General description:

R  pertoire International de Litt  rature Musicale (RILM) seeks to fill an Associate Editor position for its International Office in New York City. RILM publishes *RILM abstracts of music literature* (along with a suite of [other resources](#)), 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, among others) anywhere in the world and in any language. 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 1.4 million bibliographic records and is published online.

The successful candidate will be responsible for abstracting and indexing scholarship published in Japanese and Korean, making sure that they are fully and accurately represented in *RILM abstracts*.

The candidate will also work on bibliographic records related to other geographic areas, applying RILM's editorial style as detailed in RILM's editing and indexing style manuals, improving the prose, punctuation, and factual content of the material through research, and will engage professionally and culturally with music scholarship of the areas of responsibility.

## Other Duties

- Edit, index, translate, and when needed 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.
- Work on development of indexing vocabularies.
- Track the scholarship and publishing in Japan and Korea, and work on the development of relevant networks.
- Advise the marketing/sales teams about academic networks in East Asia.
- Full-time (a minimum of 35 hours per week). After a lengthy training period, the schedule of when these hours are fulfilled can be flexible.

## Qualifications

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- PhD in musicology/ethnomusicology or cultural studies with focus on music is strongly 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.
- In addition to English, native or near native fluency in Korean or Japanese. Other languages are a plus.
- Willingness to engage in administrative and technological work.
- Scholarly / academic network is desired.

Applicants should submit a cover letter, curriculum vitae, statement about his/her own scholarly and research interests, and a list of three references with contact information. Only candidates selected for an interview will be contacted.