
Job Title	Assistant Editor
PVN ID	GS-2211-005202
Category	Research
Location	The GRADUATE CENTER
Department	R��pertoire International de Litt��rature
Status	Part Time
Hourly Rate	\$17.00-\$17.00
Hour(s) a Week	15.00-19.00
Closing Date	Feb 15, 2023 (Or Until Filled)

General Description

R  pertoire International de Litt  rature Musicale (RILM) seeks to fill an Assistant 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 access bibliographic data of scholarship, making sure that they are fully and accurately represented in *RILM abstracts*. This position is ideal for a graduate student as it offers insights into canonical and non canonical writings on music and advances editorial knowledge.

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

Other Duties

- Keying and uploading of new entries into the RILM database; classifying each entry according to general musical topics.
- Checking each bibliographic detail for accuracy and consistency, and ensuring that RILM's bibliographic

and style rules are followed.

- Some editing of abstracts according to RILM style.
- Verifying new entries against the RILM database and other bibliographic sources, including OCLC's WorldCat where applicable.
- Proofreading and other office duties as needed.

Qualifications

- B.A or M.A. in musicology/ethnomusicology or cultural studies with focus on music is strongly preferred
- Strong written English skills and excellence in focused, detailed work
- Familiarity with Persian is required.
- Working knowledge of other languages are a plus
- Strong organization skills
- Willingness to engage in administrative and technological work