
Job Title	Assistant Editor
PVN ID	GS-2304-005565
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	0.00-19.00
Closing Date	Apr 12, 2024 (Or Until Filled)

General Description

R  pertoire International de Litt  rature Musicale (RILM) is seeking to hire a part-time Assistant Editor to work in our offices at the CUNY Graduate Center.

Responsibilities include but not limited to:

- Creating new entries and editing existing entries in the RILM database from musical scores and online bibliographic sources
- Checking each bibliographic detail for accuracy and consistency, and ensuring that RILM's bibliographic and style rules are followed
- Verifying new entries against the RILM database and other bibliographic sources, including OCLC's WorldCat where applicable
- Locating and checking out scores from libraries as necessary

Other Duties

Candidate will need to interpret bibliographic data, sometimes quite limited, to determine a specific publication, music score, sound recording, electronic resource, etc., and accurately enter that publication into the RILM database, or accurately edit existing data. Willingness to help with administrative duties is a plus.

Qualifications

The candidate for this position must have:

- solid knowledge of music

- ability to read musical notation
- strong written English skills
- keen eye for bibliographic detail
- previous experience with iBis and bibliographic databases
- familiarity with German (especially), French, or other European languages in addition to English, are significant plusses
- strong organizational skills
- experience with computers (particularly databases and word processing)
- ability to work independently