Job Title	Associate Editor
PVN ID	GS-1906-003117
Category	Research
Location	The GRADUATE CENTER
Department	RÃ©pertoire International de LittÃ©rature
Status	Part Time
Hourly Rate	$25.00-$25.00
Hour(s) a Week	19.00-35.00
Closing Date	Nov 07, 2019 (Or Until Filled)

General Description

Répertoire International de Littérature Musicale (RILM) seeks to fill an Associate Editor position in its International
Office in New York. 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, etc.) 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 one million bibliographic records and is published online.
The successful candidate will be required to maintain and expand RILM networks in the countries of Latin America, making sure that music scholarship from the countries of this region is fully and accurately represented in *RILM abstracts*. He/she will also work on bibliographic records related to other geographic areas,
applying RILM's 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 Latin American 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 the
material from Latin America and Iberian Peninsula.
Maintain and expand RILM's networks in the countries of Latin America.
Track the development of scholarship and publishing in the countries of Latin America.
A full-time work schedule is 35 hours per week. After a lengthy training period, the schedule can be flexible.

Qualifications

Core competencies/qualifications:
• PhD/ABD in ethnomusicology or cultural studies with concentration on music is strongly preferred; candidates with a degree in historical musicology concerning Latin American topics may be considered.
• 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 Spanish. Additional knowledge of Portuguese or Italian is a plus.
• Willingness to engage in administrative and technological work, as well as in the development of RILM's vocabularies and search tools.

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. Cover letter should address how the candidate has engaged in the past with the Latin American scholarly community. Only candidates selected for an interview
will be contacted.