

School of
Information Sciences

Department of Information Culture and Data Stewardship

**MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION**

Host Site: Theodore M. Finney Music Library, University of Pittsburgh	
Site Supervisor: Jim Cassaro	Email/Telephone: cassaro@pitt.edu / 4-4131
Position Category: <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Children & Youth <input type="checkbox"/> School <input type="checkbox"/> Archives <input type="checkbox"/> Public <input type="checkbox"/> Other	
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours	
Compensation: Hourly wage \$8.15 Stipend/term \$_____	
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Position Overview (1-3 sentences)

This position provides the intern with experience in both technical and public services in an academic music research library. Additional experience in collection development and acquisitions of music materials are included.

Essential Job Functions

1. Technical services: processing of archival collection of silent film music scores and parts.
2. Public services: Serve assigned hours on the library's reference desk.
3. Collection development/Acquisitions: Assist the librarian with selection and acquisition of music books and scores for the library collection.
4. Public Services: creation of appropriate LibGuides for various aspects of the library's collections.

Requirements

Bachelor's degree in music is highly desirable; substantial background in music performance can be substituted for the degree.

Other Skills/Abilities

Attention to detail. Ability to work independently. Knowledge of foreign languages (German, French, or Italian), and of music publication formats is desirable.