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:

- Academic
- Children & Youth
- School
- Archives
- Public
- Other

Time Commitment per week:

- 10 hours
- 15 hours

Compensation:

- Hourly wage $8.15
- Stipend/term $__________

Public Transportation Accessible:

- Yes
- 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.