

LIBRARY DIRECTOR (LEITUNG BIBLIOTHEK UND ARCHIV)

Administrative, full time (40 working hours per week)

EG 09B

Summary

The Library Director is responsible for building and overseeing the Library and Music Archives at the Barenboim–Said Akademie. This individual will oversee the cataloging, access, and use of collections, and work closely with students and faculty at the Barenboim–Said Akademie. The Library Director reports to the Dean of the Barenboim–Said Akademie.

We are looking for someone who is a self–starter and accustomed to working in a dynamic, multicultural environment. Must be goal–oriented and a team player, and exhibit cultural sensitivity and discretion.

The Barenboim–Said Akademie’s main language is English.

For more information on the Barenboim–Said Akademie, please go to: <http://barenboim-said.com/>

Primary Responsibilities

1. Build and develop a library at the Barenboim–Said Akademie in coordination with the Dean and the Director of Humanities.
2. Introduce and maintain a management, loaning and access system for the Barenboim–Said Akademie, maintaining access to faculty, students, and staff.
3. Maintain ties with Berlin library music collections at other Musikhochschulen and at the Staatsbibliothek.
4. Represent the Barenboim–Said Akademie in all matters pertaining to its library collection. Assist with representation of the Barenboim–Said Akademie in matters pertaining to reference and research.
5. Oversee public and reference services including library policies and procedures, circulation, loan, and reserve functions.
6. Maintain subscriptions to academic journals, score collections for the Barenboim–Said Akademie and the West–Eastern Divan Orchestra, and sound collections.
7. Coordinate on–campus library related events, such as orientation library tours, library and reference resources for open days, etc.
8. Manage and oversee library computer lab.
9. Hire and manage staff of student workers and interns, with approval from the Dean.
10. Provide assistance, as needed, with the Barenboim–Said Akademie’s Preparatory Program.
11. Provide assistance, as needed, with the Barenboim–Said Akademie’s Orientation Program for new students.
12. Other related duties and responsibilities as assigned.

BARENBOIM–SAID AKADEMIE gGMBH

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Direktor und Geschäftsführer Prof. Dr. Michael Naumann IBAN DE 08 1007 0000 0761 0975 00
CFO/COO Dr. Carsten Siebert BIC DEUTDEBBXXX

Requirements

1. University undergraduate degree required, with preference given to those holding a degree in music; graduate degree in Library Science desired.
2. Familiarity with a Musikhochschule, music conservatory, or university school of music is **essential**, as well as being conversant and knowledgeable about music as an academic- and performance- related higher education field.
3. At least two (2) years of higher-education administrative responsibility in a music library required; four (4) years desired.
4. Must possess excellent organizational skills, an ability to problem solve, and a demonstrated attention to detail.
5. Fluent English, with excellent knowledge of oral and written German; reading knowledge of French or Italian required. Additional languages—especially Arabic, Hebrew, Turkish, and/or Farsi—desired.
6. Experience with library management software.
7. High level of proficiency with technology, social media, and office productivity tools. Capacity and desire to learn and upgrade a variety of computer software skills.
8. Highly effective interpersonal and communication skills in English and German.
9. Must be able to handle a demanding work schedule, and have a demonstrated ability to work in an environment that celebrates cultural and ethnic diversity.

Compensation is in line with the federal payscale for similar positions at German public universities (TVöD-Bund, EG 09B).

The position is due to begin as soon as possible.

Please send a resume and cover letter to jobs@barenboim-said.com.