

## **Head Librarian (Leitung Bibliothek und Archiv)**

Administrative, full time (39 working hours per week)

EG 09c

### **Summary**

The Head Librarian is responsible for maintaining and overseeing the Luba Hamied Bibliothek at the Barenboim-Said Akademie, managing cataloging, score and sensitive materials access, and use of the library's collections. The position works closely with students and faculty and will require a regular presence at the facility, being the primary maintainer of office hours and facility hours. The Head Librarian reports to the Concert Office Manager and is part of the administrative management overseen by the Dean of the Akademie.

We are looking for someone who is a self-starter and accustomed to working in a dynamic environment. Must be goal-oriented, 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:

[www.barenboimsaid.de](http://www.barenboimsaid.de)

### **Primary Responsibilities**

1. Maintain a management, loaning and access system at the library for the Barenboim-Said Akademie, providing access to faculty, students, and staff.
2. Hire, manage, train, and evaluate a team of semesterly library assistants; maintain a regular presence at the library to facilitate ease of access and open hours.
3. 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.
4. Oversee public and reference services including library policies and procedures, circulation, loan, and reserve functions.
5. Maintain subscriptions to academic and non-academic journals, online collections, and digital score and audio subscriptions.
6. Manage score collections, rentals and ordering for the Barenboim-Said Akademie and Pierre Boulez Saal. Offer library services to the West-Eastern Divan Orchestra on a need basis.
7. Coordinate on-campus library related events, such as orientation library tours, library and reference resources for open days, and admission's events.
8. Manage and oversee library computer lab.
9. Maintain ties with Berlin library music collections at other Musikhochschul and at the Staatsbibliothek.
10. Other related duties and responsibilities as assigned.

### **Requirements**

1. University undergraduate degree required, with preference given to those holding a degree in music; graduate degree in Library Science or equivalent experience managing a music library 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. Familiarity with standard chamber and orchestral repertory.
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 greatly desired. Familiarity with additional languages—especially Arabic, Hebrew, Turkish, and/or Farsi—also 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.
9. Must be able to handle a demanding work schedule and have a demonstrated ability to work in an inclusive environment that celebrates cultural diversity.

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

Preferred start date is 2 January 2020.

Please send a resume and cover letter to [jobs@barenboimsaid.de](mailto:jobs@barenboimsaid.de).