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Developed by:.....SG
Reviewed by:.....R. Lee
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Music Listening/Resource Center and
Music Facilities

DIVISION Academic Affairs

REPORTS TO: Chair, Department of Music

GRADE: 10

SUPERVISES: Student assistants, stage managers, technical
staff

BASIC FUNCTION:

Responsible for the administration, development, organization, services, and maintenance of the Music Listening/Resource Center and Music Department facilities. For the Music Listening/Resource Center, this includes responsibility for musical recordings, scores, teaching materials, reference collection, ensemble music, and associated technology/media equipment. For the Music Department facilities, this includes responsibility for the supervising the execution of events and the maintenance of music facilities and equipment. Responsibilities also include the provision of services for other academic units in the University and organizations outside the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform without direction independent, complex duties essential for the academic programs of the Department.

Select and acquire recordings, scores, teaching and reference materials, and ensemble music. Research and purchase these items commercially.

Classify and catalog acquisitions, and organize them according to the University Library's classification system.

Develop and implement loan policies and procedures. Instruct borrowers, and monitor the circulation and care of the music collection.

Provide research assistance and reference service to faculty and students. Research and verify cataloging and classification information.

Research and purchase computer software and hardware, recording and other technological equipment for the Listening/Resource Center; develop computer networking opportunities.

Coordinate the technical arrangements in the Department as they pertain to the use and maintenance of music facilities and equipment; supervise the execution of events using music facilities.

Oversee the maintenance and repair of technical elements and equipment.

Maintain an inventory database and develop effective policies regarding use and security.

Recruit/train/supervise student and other staff for the Listening/Resource Center and Music Facilities. Work positively and effectively with the faculty, staff, students and others in the Fine Arts Center, and within and outside the University.

Manage Listening/Resource Center budget and student assistant/stage manager payroll; assist the chair in managing the budget for music facilities.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as the Department's liaison to the University Library and Arts Computer/Media Laboratory, recommending music research, teaching, and reference materials to purchase.

Promote faculty and student awareness of opportunities in the Listening/Resource Center.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in music or related field required. The following are also required: demonstrated ability to supervise a listening laboratory, ensemble library, and other technology/media areas in music, and to order and catalog recordings, scores, and other teaching/reference materials; proven ability to work effectively with a university library and an arts computer/media laboratory; demonstrated

effectiveness in coordinating and organizing technical aspects as they relate to the use and maintenance of music facilities and equipment and the execution of music events; ability to oversee maintenance of technical elements and equipment, and to sustain effective inventory control; training and communication skills to supervise students; proven success in working effectively with personnel in and outside a university setting. Demonstrated knowledge of and experience in computer/media/recording technology preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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