



Job Title	Associate Editor
PVN ID	GS-1906-003118
Category	Research
Location	The GRADUATE CENTER
Department	Répertoire International de Littérature
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	19.00-35.00
Closing Date	Nov 07, 2019 (Or Until Filled)

General Description

Répertoire International de Littérature Musicale (RILM) seeks to fill an Associate Editor position in its International Office in New York City. RILM publishes *RILM abstracts of music literature* (along with a suite of [other resources](#)), which is widely recognized as the world's premiere abstracted bibliography on music and related disciplines. RILM was established in 1966 and operates under the joint sponsorship of the International Musicological Society, the International Association of Music Libraries, Archives, and Documentation Centres, and the International Council for Traditional Music.

RILM abstracts covers research on all types of music and related studies published in all document types (books, articles, reviews, collections, etc.) anywhere in the world and in any language. The database is fully searchable, with in-depth vocabulary-controlled indexing and detailed abstracts. The data are written, input, and edited to a high uniform standard by an international staff of specialists from all subject areas. The database contains over one million bibliographic records and is published online.

The successful candidate will be required to establish RILM networks in the countries of Southeast Asia, making sure that music scholarship from Vietnam, Thailand, Laos, Cambodia, Myanmar, Malaysia, Singapore, Indonesia, and Philippines is fully and accurately represented in *RILM abstracts*. He/she will also work on bibliographic records related to other geographic areas, applying RILM's editorial rules as detailed in our editing and indexing style manuals, improving the prose, punctuation, and factual content of the material through research, and will engage professionally and culturally with Southeast Asian music scholarship.

Other Duties

Edit, index, translate, and sometimes write abstracts of scholarly literature on music received from diverse sources and of varied quality and intelligibility, bringing them to a high standard of literacy and scholarship.

Develop RILM's networks in the countries of Southeast Asia.

Tracking the development of scholarship and publishing in the countries of Southeast Asia.

A full-time work schedule is 35 hours per week. After a lengthy training period, the schedule can be flexible.

Salary: \$25 per hour to start, plus comprehensive benefits for 20 hours per week or more.

Qualifications

- PhD/ABD in ethnomusicology or cultural studies with the focus on music is strongly preferred.
 - Experience in editing and the ability to organize data into logical concepts, with proven research and writing skills.
 - Superior written English skills and excellence in focused, detailed work.
 - In addition to English, native or near native fluency in one or more languages spoken in Southeast Asia.
- Willingness to engage in administrative and technological work, as well as working on the development of RILM's vocabularies and search tools.

Applicants should submit a cover letter, curriculum vitae, statement about his/her own scholarly and research interests, and a list of three references with contact information. The cover letter should address how the candidate has engaged in the past with the Southeast Asian scholarly community. Only candidates selected for an interview will be contacted.