



Job Title	Associate Editor
PVN ID	GS-2310-005922
Category	Research
Location	The GRADUATE CENTER
Department	Répertoire International de Littérature
Status	Full Time
Hourly Rate	\$26.00-\$26.00
Hour(s) a Week	35
Closing Date	Dec 31, 2024 (Or Until Filled)

General Description

Répertoire International de Littérature Musicale (RILM) seeks to fill an Associate Editor position for its International Office in New York City. RILM publishes a suite of digital [resources](#) for music researchers. Established in 1966, the organization operates under the auspices of CUNY. The staff currently consists of forty historical musicologists, ethnomusicologists, theorists, language experts, technologists, and assistants.

RILM is best known for its flagship resource *RILM Abstracts of Music Literature*, which covers research on all types of music and related studies, published in all document types (books, articles, reviews, collections, among others) 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 1.5 million bibliographic records and is published online.

The successful candidate will be responsible for abstracting and indexing scholarship published in various languages, making sure that they are fully and accurately represented in *RILM Abstracts*.

The candidate will also work on bibliographic records related to various geographic areas, applying RILM's editorial style as detailed in RILM's editing and indexing style manuals, improving the prose, punctuation, and factual content of the material through research, and will engage professionally and culturally with music scholarship of the areas of responsibility.

Applicants should submit a cover letter, curriculum vitae, statement about their professional interests, and a list of three references with contact information. Only candidates selected for an interview will be contacted.

The RILM International Center is located at 365 Fifth Avenue, New York, NY 10016. The successful candidate will need to spend time in the office in New York City.

Other Duties

Core duties:

- Edit, index, translate, and when needed 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.
- Work on development of indexing vocabularies.
- Track the scholarship and publishing in European or Asian countries, and work on the development of relevant networks.
- Advise the marketing/sales teams about academic networks in Europe or Asia.
- Other duties as assigned.

Qualifications

- M.A. or PhD in comparative literature, languages, or linguistics with focus in 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 Asian or European languages.
- Willingness to engage in administrative and technological work.
- Scholarly / academic network is desired.