Temporary Summer Employment Opportunity for
McGill Graduate Student
Marvin Duchow Music Library – Digital Music Archives Project
GSPA-6

The Marvin Duchow Music Library is looking for a part time temporary summer employee (30 hours/week) for a period of thirteen (13) weeks, to perform duties related to the following project:

Digital Music Archives Project. (30 hours per week/13 weeks).
GSPA-6

The Music Library has a significant collection of composer/performer/music producer archives. Each collection contains recorded music on reel-reel tape or cassette. This material needs to be preserved through digitization.

Under the supervision of a Music Library staff, a currently registered graduate student trained in sound recording and audio preservation to transform and preserve a range of archival audio collections.

Duties include:

- Identify audio components of Music Library special collections requiring digitization
- Analyze range of formats and select hardware and software for digitization according to current audio archival standards and practices
- Digitize recordings in lossless formats (raw and edited versions)
- Complete descriptive and technical metadata and place access link in collection-specific archival finding aid

Requirements:

- Currently registered McGill Graduate Student (Masters or PHD).
- Experience with sound recording and audio preservation.
- Work experience in an academic library an asset.
- English, excellent spoken and written skills required.

Hourly rate: $15.00 per hour
Start and end date: May 22, 2017 through August 31, 2017 (13 weeks)
Classification: B
Please send your resume and accompanied by a letter of interest to student-employment.library@mcgill.ca by May 17, 2017, quoting project # GSPA-6. McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities and others who may contribute to further diversification.