

## Education Officer Job Description

The Education Officer chairs the Courses and Education Committee, which devises and delivers training in various aspects of music librarianship on behalf of the Branch. The Officership is normally held for five years and the holder is required to be a personal member of the Branch.

### The Education Officer is responsible for:

- Organising meetings of the Committee, which take place twice a year in the spring and autumn
- Reporting on Committee meetings to the Branch's Executive Committee, of which s/he is a member
- Contributing information on the work of the Committee to the Branch's Annual Report
- Organising the annual seminars for Academic Music Librarians and Public Music Librarians. (In practice the Officer will normally arrange the seminar for the sector in which s/he works, delegating the organising of the other seminar to a member of the Committee working in that sector.)
- With the Committee, organising delivery of its training courses. Administration involves arranging and liaising with venues, invoicing attendees and finding suitable trainers, either from the Committee or other experienced Branch members. Ideally the Officer should also be willing to act as trainer him/herself
- With the Committee, ensuring that course content is kept up to date
- With the Committee, where possible arranging trips to music libraries of special interest

### The chief courses for which the Committee is currently responsible are:

- **Music for the Terrified.** An entry-level course, dealing with basic music terminology, simple enquiry work and introducing common reference resources.
- **Virtuoso Skills for Music Librarians.** This deals with more advanced enquiry work and introduces a wide range of print and online resources
- **Success with Inter-Library Loans.** This takes some of its content from Music for the Terrified, but is aimed at staff working with music interlending who have no specialist musical background. It addresses those issues which differentiate music ILLs from those for other material
- **Music cataloguing and RDA.** An occasional course, which introduces the implications of RDA for music
- **Copyright and music.** A new course, which unpicks the complex issues surrounding copyright for printed and recorded music

Courses are normally delivered within the UK and the Republic of Ireland, but there are occasional further opportunities to train abroad. The Officer is encouraged to maintain good contacts with IAML at international level and particularly with developments in music library training within other national branches.

To apply, or to seek further information, please contact the President at [president@iaml-uk-irl.org](mailto:president@iaml-uk-irl.org) or the General Secretary at [general\\_secretary@iaml-uk-irl.org](mailto:general_secretary@iaml-uk-irl.org)