



MUSIC LIBRARY MANAGER

The Music Library Manager oversees the functional operations of the Nicholas Erneston Music Library within the Broyhill Music Center. Responsibilities include managing the service desk; hiring, training, and supervising student employees; maintaining library policies and procedures; overseeing the acquisition, processing, and preservation of physical and electronic materials; and coordinating facilities and stack maintenance. The successful candidate will collaborate with University Libraries and Broyhill Music Center staff, assist with social media and outreach initiatives, and work closely with the Music Library's evening supervisor to support the library's mission and provide exceptional service.

Apply today at <https://appstate.peopleadmin.com/postings/55075>

Appalachian State's Vision

Appalachian State University aspires to strengthen its role as a leading public institution in the Southeast. We commit to empowering learners through innovative academic programs accompanied by experiences that take place beyond the classroom, access and excellence in all our activities, and cultivation of scholarship, engagement, and creativity.

University Libraries' Vision

We are dynamic partners in the campus and online learning communities in support of the university's mission and strategic directions. Our collections, facilities, services, technology, and instruction contribute to the educational success of students, staff, and faculty and are a vital part of the research lifecycle and other creative endeavors. Building on our values of service, innovation, engagement, and student success, we are dedicated to the goal of providing full and equal access to information resources.

Duties and Responsibilities

The Music Library Manager reports to the Director for the Music Library, and collaborates with the Music Librarian and Music Cataloger. This position is responsible for ensuring the smooth operation of the service desk by scheduling desk coverage, communicate policies with users, and have frequent contact with the School of Music students and faculty regarding circulation, acquisition, and other library-related matters.



Additional responsibilities include:

- Provide general and specialized reference assistance to Music Library users;
- Hire, train, and supervise the student employees to ensure seamless coverage of the Music Library service desk;
- Interpret, apply, and communicate Music Library policies and procedures;
- Manage the physical space of the Music Library, including collections, equipment, service desk, study rooms, and other user spaces;
- Maintain physical course reserves for School of Music faculty;
- Collaborate with Resources & Discovery on ordering and processing materials for the Music Library collection;
- Collaborate with the Music Library Cataloger on new materials workflow and cataloging projects;
- Consult with outside vendors on maintenance needs and the ordering of supplies and equipment;
- Contribute to the Music Library's social media content;
- Collaborate with Music Library colleagues on designing and organizing outreach events;
- Apply technical knowledge in troubleshooting AV equipment, printers, and software issues;
- Serve on University Libraries, School of Music, and campus committees as appropriate;
- Other duties as assigned.

About the Division

Located within the Broyhill Music Center, the Erneston Music Library provides instruction, circulation, and research services in person and online to support curricular and research needs of the Mariam Cannon Hayes School of Music and the University. The collection contains books, scores, equipment, and electronic resources regarding all types of classical, contemporary, folk, and popular music. The Music Library Division collaborates with App State faculty on developing instruction sessions, assignments, and assessment tools for music courses for first year students through graduate students.



Salary & Benefits

The salary range is \$50,000 - 51,544.

App State offers a competitive benefits package, including employee tuition waiver and tuition reimbursement programs, personal observance leave, 12 holidays, longevity pay, professional development opportunities, and more.

Minimum Qualifications & Desired Experience

At minimum, candidates must have graduated from a four-year college or university and have one year of experience in a library or archives and/or records management; or high school and five years of experience in a library or archives and/or records management; or equivalent combination of training and experience. Degrees must be received from appropriately accredited institutions.

Ideally, candidates will have a bachelor's degree in music, at least one year of customer service experience, and at least one year of supervisory, mentoring, or training experience. Additional knowledge and experience with the following are preferred:

- Academic libraries;
- Hiring and evaluating direct reports;
- Setting and enforcing policies;
- Integrated library systems and other library technology solutions;
- Canva or other creative design programs.

Instructions to Apply

Interested applicants should submit an application by July 26, 2026 to <https://appstate.peopleadmin.com/postings/55075>

Applicants must submit three documents: (1) a cover letter and (2) a resume that highlight your education and relevant experience, as well as (3) the contact information of three references who are knowledgeable about your qualifications for this position.

About the University Libraries

The Appalachian State University Libraries are essential teaching and research partners, inspiring and guiding all who pursue knowledge. With over 80 talented and hard-working faculty and staff, the Libraries curate rich print and e-collections, teach information literacy skills, and steward thoughtful spaces for Appalachian State students, faculty, and staff. The University Libraries supports the University with its recent R2 designation through research support, collections, and scholarly communications. Through our digital spaces, scholarship, and service, our library colleagues impact the larger world of knowledge.

The Carol Grotnes Belk Library and Information Commons, the Nicholas Erneston Music Library, and the Hickory Campus Library and Information Commons are our three libraries. We work closely with other UNC System libraries, NC LIVE, the Carolina Consortium, and the Western NC Library Network (WNCLN).



About Appalachian State

App State was founded in 1899. The pioneering spirit necessary to overcome the mountains' hardships quickly characterized the institution, giving App State a special niche in higher education that continues today. After more than a century, students still feel the pull of this unique place to transform their lives, and App State has remained focused on providing students with educational experiences that are not only life-changing but world-changing. Learn more: <https://www.appstate.edu/about/>

About the Town of Boone

Courtesy of Explore Boone: "From challenging mountain sports to cozy mountain cabins, from festivals and art galleries to Tweetsie Railroad Theme Park, Boone is where adrenaline junkies and leisure seekers alike flock for the perfect getaway any time of year. Take a break from the ordinary and find awe-inspiring adventure. From fly fishing and canoeing, to zip lining and skiing, Boone is the perfect escape."

