

Music Library - Soundbox Graduate Research Assistant

Number of positions available: 1

About the Program

The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (<https://www.library.unt.edu/jobs/gla-gra>). These positions are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (<https://www.library.unt.edu/jobs/gla-gra>)

Department Overview

One of the largest and most significant music collections in the US, the Music Library supports study, research, and scholarship of the UNT community and beyond. Outstanding collections of books about music, music journals, printed music, sound recordings, and music-related electronic databases provide students, researchers, and performers opportunities to expand their understanding and use of music. Our special and digitized collections include unique research and sound materials across diverse genres, with special strengths in jazz, 17th—18th-century opera, radio, and historical sound recordings.

Meanwhile, The Soundbox, our music maker space, offers a creative environment to explore and engage with the technology of music, from electronic instruments to digital audio production. The Soundbox is a place where “emergent instruction” is embraced, and our employees can offer expert guidance with music production, synthesis, and other music technology. We also circulate specialized audio equipment for recording and music production.

Our full-time staff and student assistants are available to provide access services and research assistance to patrons from UNT and the broader musical community. Circulating materials are stored both on and off site, and they can be borrowed at our Music Service Desk. We offer specialized instruction with general collections, [Music Special Collections](#) or [The Soundbox](#) and can either host classes in one of our learning spaces or join the class in their regularly scheduled location. We also welcome instructors to schedule a tour to introduce students to The Soundbox. To arrange an instruction session, workshop, or tour of The Soundbox please contact David.Huff@unt.edu. Additional general information can be found at [Library Instruction](#) and [Tours](#).

Position Description

The Soundbox GRA position will provide key support for The Soundbox through research and development of best practices and creation of learning objects. The GRA in this area will also assist at The Soundbox service desk and with sound preservation tasks as needed.

Position Responsibilities

Responsibilities include but are not limited to:

- Research music technology pedagogy and create learning objects
- Conduct research to identify coursework needs from CoM
- Work with Soundbox Director to create policies and documentation
- Perform digitization of audio materials to fulfill patron requests

- Assist with workshops and class visits
- Conduct outreach for The Soundbox

Hours and Location

20 hours per week; Willis Library

Duration

Fall 2026-Spring 2027. Dependent upon funding summer employment may also be available.

Minimum Qualifications

You must be a full-time graduate student. You should also possess these qualifications:

- Undergraduate or advanced degree with music major or minor, either complete or well underway, or substantial history of formal study of music
- Experience with music production using digital audio workstations (DAWs)
- Familiarity with audio hardware (microphones, interfaces, synthesizers, etc.)
- Ability to manage workflows and work independently

Preferred Qualifications

- Advanced knowledge of modular synthesis and digital signal processing (DSP)
- Advanced coursework in music
- Basic knowledge of library resources and music research tools
- Knowledge of word-processing and attention to formatting details

Pay Rate

Pay rate will depend on student's progression in their graduate program.

Contact for More Information

David Huff

Director of The Soundbox & Audio Preservation, Music Library

David.Huff@unt.edu

Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

Requirements

First, apply to the Libraries' graduate assistant program by providing the following documents.

- **Your resume**
- [Unofficial UNT Transcript](#)
- **A list of three professional references, which includes contact name, phone number, and email address**
- **Cover letter**

Applications and all supporting documents should be submitted to Lib_Grad@unt.edu.