



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 11TH WING (AFDW)
JOINT BASE ANDREWS, MARYLAND 20762**

May 15, 2015

The United States Air Force Band – Washington, D.C.

Music Librarian – Active Duty Air Force Position

Application Process

Materials must be received by **July 20, 2015**. Applicants who are considered qualified for the live interview will be contacted by The USAF Band auditions team and then by an Air Force recruiter to assess each applicant's eligibility to enlist in the Air Force. Once approved by the recruiter, applicants will receive an invitation letter. All invited candidates must be prepared to meet Air Force maximum allowable weight standards.

Preliminary Requirements:

All applicants will be required to send a cover letter, one-page resume, curriculum vitae and three (3) references. The written materials should demonstrate expertise as a librarian, with some experience as a performer preferred. While there is no minimum degree requirement, the most qualified candidates should have broad professional experience commensurate with that of a Bachelor's Degree in Music, Arts, or Humanities.

Audition/Interview Process

Applicants invited to the live interview will be required to demonstrate the ability to communicate effectively, display knowledge of basic music theory, music history, and instrumental/vocal repertoire, and show proficiency on MS Office to include Word, Excel, Access and Outlook. Each applicant should show superb interpersonal skills, with an interest in and commitment to providing positive and helpful customer service to all library users. While the ability to prioritize is necessary, it is imperative that the candidate should demonstrate the ability to work in a fast-paced environment with an uncompromising attention to detail. Finally, the most qualified candidate should demonstrate a working knowledge in digital archives management.

Preliminary Audition Requirements:

Email resume to:
usafbandlibrarianaudition@gmail.com
Or Mail resume to:

The USAF Band
ATTN: Auditions – Music Librarian
201 McChord St
Joint Base Anacostia-Bolling, DC 20032-0202

- Mail delivery JBAB can be delayed; we encourage you to email the preliminary requirements to the above address. If you do mail materials please send a follow-up email letting us the date that you mailed materials and when they are scheduled to be delivered.

Audition/Interviews are tentatively scheduled for August 2015 at Joint Base Anacostia-Bolling, Washington, DC.

For more information call 1-800-283-8995 or e-mail:
usaf.jbanafw.afdw-staff.mbx.usaf-band-audition@mail.mil

**** Prior Service and Active Duty members—please contact the USAF Band Auditions team prior to submitting materials**