



ORCHESTRA LIBRARIAN JOB DESCRIPTION Part Time Position

REPORTS TO: Music Director and Executive Director

JOB SUMMARY: The Orchestra Librarian is responsible for providing and organizing all music needed for performances, and for maintaining the orchestra's library of parts and scores.

JOB DUTIES AND RESPONSIBILITIES:

Orchestra Librarian

Music Procurement

- Arrange for the purchase or rental of materials to meet program needs of the orchestra.
- Take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records.
- Check all incoming and outgoing performance materials for condition and completeness.
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws.
- Work with Operations Manager to review library-related matters in guest artist contracts.

Music Preparation

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
- Work with conductors and soloists to prepare music according to their specific requirements.
- Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
- Ensure that there are enough parts; provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice.
- Ensure that marks and bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts.
- Assemble and arrange music in orchestra folders.

Concert/Rehearsal Duties

- Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs related to printed music.

Orchestra Library Maintenance

- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
- Catalogue and file music purchased for the orchestra library in a timely manner, maintain accurate inventory, and ensure adequate security.
- Track all items borrowed from the library (individual parts, scores, reference materials) and ensure their timely return.

Administrative

- Maintain records to provide accurate program listings, instrumentation requirements, and other information to staff upon request.
- Proofread program book.
- Maintain accurate orchestra performance records.
- Prepare annual library budget with Executive Director and Music Director.
- Review all invoices for music and supplies, code and deliver to Finance Department
- Code music rentals and purchases appropriately and expense to appropriate concert/series.
- During budgeting process, provide projected expense figures for planned repertoire.

Other

- Report music lost or damaged to the Music Director.
- Prepare music for all auditions.
- Assist artistic staff in obtaining needed scores and preparing music to be performed.
- Job requires ability to lift and carry boxes around 50 lbs.

Education/Skills

- Bachelor's in Music
- Familiarity with Microsoft Office products including Word and Excel.
- Experience with music notation software such as Finale, Sibelius, and/or Dorico.
- Attention to detail, self-direction, and commitment to long-term/season planning.
- Team player/presence in office – Symphony staff works together closely to produce each concert.

Compensation

- Starting salary is \$14,000, based on experience.

To apply, please email cover letter and resume to positions@augustasympphony.com. No phone calls please.