JOB DESCRIPTION

TITLE: Orchestra Librarian

JOB CLASSIFICATION: Part-time, non-exempt

REPORTS TO: Music Director and Conductor: responsive to the Director of Operations, Operations Coordinator, Orchestra Personnel Manager, Concertmaster and Principal Players

JOB SUMMARY: The Orchestra Librarian is responsible for the procurement, distribution, and marking of all music to be performed by the orchestra and for the organization, maintenance, and cataloging of the orchestra library.

JOB DUTIES AND RESPONSIBILITIES:

Music Procurement

- Arrange for the purchase, rental, or borrowing of materials to meet program needs for 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.

Music Preparation

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string...
- 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 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**

- For rehearsals and concerts, arrive early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide an alternative.

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

- For concerts, place black music folders on each stand and place scores on the conductor's podium.

**Orchestra Library Maintenance**

- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
- Track all items borrowed from the library, i.e., individual parts, scores, and reference materials; ensure their timely return.

**Administrative**

- Proofread program book.
- Assist with the preparation of the annual library budget
- Work with the Director of Operations to adhere to budget
- Report to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) all music performed on all concert series.

**Other**

- Report music lost or damaged to the Director of Operations
- Prepare music for all auditions.
- Assist Orchestra Personnel Manager as needed.
- Assist artistic staff in obtaining needed scores and preparing music to be performed.