



Position Title: Orchestra Librarian

Status: Part-Time, Non-Exempt \$25-\$28 per hour

Location: Chicago, IL

Reports to: Director of Operations and Music Director; Responsive to Operations Coordinator, Orchestra Personnel Manager, Concertmaster, and Orchestra Musicians

About the Organization:

Since 1987, Chicago Sinfonietta has been a bold and innovative force in classical music, championing equity, diversity, and inclusion through exceptional performances and programs. As a professional orchestra, we are committed to transforming lives through symphonic music while reflecting the dynamic diversity of our city and nation.

Why Join Us?

Working at Chicago Sinfonietta offers a unique opportunity to be part of one of the most dynamic and forward-looking orchestras in the nation. With a strong legacy of pushing boundaries and redefining the orchestra experience, Chicago Sinfonietta provides an environment of support, innovation, and leadership in the arts. Join us as we continue to inspire investment in diversity and inclusivity in classical music.

Job Summary

The Orchestra Librarian is responsible for the procurement, distribution, and preparation of all music to be performed by the orchestra and for the organization; maintenance and cataloging of the orchestra library. This is an hourly, non-exempt role, averaging 15 hours per week, and upwards to 25 hours per week during concert performance weeks.

Job Duties and Responsibilities:

Music Procurement

- Arrange for the purchase, rental or borrowing of materials to meet program needs for the orchestra and ensure organizational adherence to federal copyright regulations.
- Accept 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 and/or borrowed materials.

Music Preparation

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking of 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 necessary steps to correct problems that potentially could disrupt rehearsals.

Chicago Sinfonietta

- 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 in accordance with CBA regulations.
- 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 alternatives. Set conductor's scores and batons; collect and store all music at conclusion of service.
- Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs related to printed music.
- Follow-up at every rehearsal with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.

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, maintain accurate inventory, and ensure adequate security.
- Track all items borrowed from the library, i.e. individual parts, scores, reference materials; ensure their timely return.
- Scan and archive principal string performance parts for future use and reference.

Administrative

- Provide program listings, instrumentation requirements, and other information to staff on request; proofread program book.
- Maintain accurate orchestra performance records.
- Prepare an annual library budget.
- Review and process all payments for music and supplies.
- Report to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) all music performed on all concert series.
- During the budget process, provide projected expense figures for planned repertoire.
- Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.
- Report music lost or damaged to the Director of Operations
- Prepare music for all auditions.
- Assist artistic staff in obtaining needed scores and preparing music to be performed.
- Other duties as assigned by Music Director, and/or Director of Operations.

Qualifications:

- Excellent organizational skills and attention to detail



- Proficiency in completing several tasks simultaneously and strong problem-solving skills
Strong personal skills and a willingness to coordinate with the Music Director, orchestra musicians, guest artists, and Artistic Operations staff
- Proven ability to manage high-stress circumstances with a professional demeanor
- Bachelor's degree in music or similar field required; minimum of two years orchestral library experience preferred.
- Must display a working knowledge of orchestral repertoire, ability to read music in multiple clefs and transpositions, and a familiarity with musical terms and markings (including bow markings)
- Ability to edit, copy, and create orchestra parts both by hand and digital notation software
Knowledge of copyright laws in the U.S. and familiarity with music licensing agencies and practices.
- Proficiency in Microsoft Office software, including Outlook, OneDrive, Teams, and Excel
Flexible schedule and ability to work nights and weekends, as required
- Reliable transportation to the Western Suburbs and Downtown Chicago

Compensation & Benefits

This role is a part-time hourly position at a rate of \$25-\$28 per hour, a hybrid work environment and part-time Vacation and Sick accrual.

To Apply

Qualified candidates should submit a résumé and thoughtful cover letter to hr@chicagosinfonietta.org detailing relevant experience and motivation for applying.