

ORCHESTRA LIBRARIAN (PART-TIME)

The Chamber Orchestra of the Springs (COS) is seeking an experienced part-time orchestra librarian with an interest in contemporary and infrequently performed music. Depending upon the hiring schedule, the librarian will have 2-4 weeks of overlap with our outgoing librarian, during which time they can assess the status of the Chamber Orchestra's 2024-25 season and special projects.

RESPONSIBILITIES

The orchestra librarian is fundamentally responsible for overseeing the acquisition, rental, distribution, and return of all music for Chamber Orchestra-produced performances, and for maintaining and curating the Chamber Orchestra's library of scores and parts. To this end, their responsibilities include:

- Securing necessary production and re-broadcast rights for COS-produced performances.
- Coordinating with the Music Director and Executive Director to obtain budget estimates for proposed upcoming works.
- Coordinating the timely delivery and return of all music with publishers.
- Ensuring parts have accurate and adequate rehearsal letters and measure numbering.
- Assembling music folders and copying bowings into parts, as needed.
- Maintaining the COS online music library database.
- Completing annual ASCAP/BMI concert repertoire reporting.

The Chamber Orchestra performs 6 regular season concert cycles annually, and an additional 2-4 special projects each season - collaborations and co-productions that frequently mimic a regular season concert cycle. As such, the estimated workload for this position varies, both by year and by month, with most work done on flexible, work-from-home hours.

QUALIFICATIONS

The most significant qualifications for the orchestra librarian position are exceptional organizational skills and a persistent attention to detail. Other qualifications include:

- The ability to read music and familiarity with orchestral instruments - especially non-standard wind instruments and percussion instruments - is required.
- A minimum of 1-3 years of experience performing in a professional orchestra, or serving as an orchestra librarian, are strongly preferred.
- **This position requires travel to and from performance venues and a central music pick-up/drop-off site based in downtown Colorado Springs.**
- **This position requires working during performances and rehearsals, so some nights and weekends are required.**
- **This position requires the ability to lift boxes weighing up to 40 pounds.**

This position's pay range is \$300 per concert cycle - inclusive of all regular season and Chamber Orchestra-produced special projects - plus an additional \$15/hr for all time spent copying bowings, for an estimated \$3,500-4,500 per year.