

The Francis Winspear Centre for Music is seeking a dynamic individual for an **Orchestral Librarian for the Edmonton Symphony Orchestra**. We are looking for an employee that is excited to be part of our music-centered, community-driven organization for this full-time position.

Who we are:

As one of the premiere places for music in Canada, the Francis Winspear Centre for Music is committed to provide musical experiences rooted in creativity, nourished by imagination, and sustained by excellence.

We are committed to the importance of the live experience. We host music groups and individuals at every level of ability, anchored by our resident artists, the Edmonton Symphony Orchestra.

We are on Indigenous peoples' traditional lands, who are integral to our history. Equally, we embrace today's multicultural mosaic. Music is one of the expressive languages that transcend and unite people.

We are committed to providing a safe and welcoming space for our community to create, exhibit, and learn about music. We are committed to accessibility. The Centre is a platform for a broad and eclectic range of individual voices to be enjoyed on a communal level.

The Winspear Centre has been a cornerstone of Edmonton's Arts District for 25 years. We welcome 250,000 people annually to participate in musical performances and rehearsals, literary events, meetings, receptions, graduation ceremonies, and educational programs. We are currently working to complete the Winspear Project – a significant building expansion that is currently underway and will include a new 550-seat performance venue, dedicated teaching spaces, and flexible community areas and will help us achieve our goal of reaching 500,000 active participants by 2032. We aim to celebrate the opening of this exciting new addition to Edmonton's Arts District in 2025.

We operate up to 365 days of the year and outside what would be deemed regular business hours. Our employees and contractors have floating work schedules that, occasionally or frequently, include work on evenings, weekends, and holidays depending on the person's role and the needs of our business.

We encourage you to visit our website to learn more: <https://www.winspearcentre.com/>

Who you are:

You love all aspects of music, you enjoy working on a team and bringing out the best in you and your colleagues, you are creative, and you are not afraid to try new things. You are aligned with these values and want us to succeed together.

You are a leader, you love technology, and continually seek to advance best practices in the field of orchestral music and library sciences. You are patient, and work well under pressure.

You are a good collaborator and communicator. You interact with team members in a professional, confidential, timely, and tactful manner

What we can offer you:

- Upon probation completion, we offer a comprehensive health benefits package.
- An organization that provides support, learning, and training opportunities.
- Immersion in a culture that wants to share our love of music with the community.

Job Summary:

The Orchestral Librarian is responsible for various duties in providing and organizing all the music required for the Edmonton Symphony Orchestra (ESO) performances in a timely manner within budgetary parameters, as well as maintaining the orchestra's library of parts and scores. The Orchestral Librarian leads the library function for the ESO musicians, conductors, and artistic team in a way that professionally prepares and supports all the artists engaged in all aspects of the orchestra's output so that all artists can confidently perform to their greatest potential, both individually and as an ensemble.

This is a full-time position working at the Winspear Centre, but occasional travel is required for events where the orchestra performs at locations outside the Winspear Centre.

Candidates not residing in the Edmonton area must be willing to relocate, and a relocation allowance will be considered.

What you will do:

- Lead all aspects of the ESO music library, including but not limited to:
 - preparation and distribution of sheet music, editing, proofreading, marking of string parts, repairing, and maintaining music and folders
 - acquisition and rental of materials
 - maintain library catalogue
- Prepare and maintain annual library budget including projected expenses
- Ensure adherence to copyright laws and synchronization rights
- Collaborate and maintain open communication with orchestra Artistic and Production teams

Qualifications:

- Minimum 5 years experience as an orchestral librarian, preferably for a recognized symphony orchestra
- Experience producing excellent handwritten music notation
- Working knowledge of Canadian and international copyright law
- Have a healthy balance of creative, editorial, and technical skills

- Knowledge of computerized information systems and their applications, including OPAS software, music notation software such as Sibelius, Microsoft Office including Outlook, Excel, and SharePoint

Competencies:

- Project management and leadership
- Super-user of OPAS software
- Keen interest in technological advancements and best practises
- Flexible and thrive in fast-paced environment
- Supportive and patient
- Detail orientated
- Safety minded

The ESO performs in the Winspear Centre, one of North America's premier concert halls. Edmonton is a growing city with over one million people, a vibrant arts community, and a low cost of living relative to other Canadian cities. Please do not make any non-refundable travel arrangements until you are a confirmed candidate.

Candidates must be prepared to join Local 390 of the Canadian Federation of Musicians.

Please submit your cover letter and resume to apply and email hire@winspearcentre.com. Please include "Orchestral Librarian" in the subject line of the email. This posting will remain open until suitable candidate is found.

The Winspear Centre is an equal opportunity employer and encourages applications from all qualified individuals. Applicants who are either Canadian or permanent residents of Canada will be considered prior to international applicants. We thank you for your interest. Only those selected for an interview will be contacted.