

JOB DESCRIPTION

1. Job Details:

Job Title:	Orchestra Librarian	Reports to:	Orchestra Manager
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2. Job Purpose:

To provide, organize, and mark all of the music needed for performances. To maintain the orchestra's library of parts and scores.

3. Key Result Areas:

Music Procurement

- Arrange for the purchase or rental of materials to meet program needs for the orchestra.
- 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 parts.
- Work with conductors and soloists to prepare music according to their specific requirements.
- Secure bowings and other markings from conductors, string principals, and wind and percussion players as needed.
- 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 assigned rehearsals and concerts, arrive one hour early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternative. 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.

Administrative

- Provide program listings, instrumentation requirements, and other information to staff on request; proofread program book.
- Prepare timing sheets for concerts.
- Maintain accurate orchestra performance records.
- Prepare 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; pay annual fees as required.
- During budgeting process, provide projected expense figures for planned repertoire.

Other

- Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.
- Report music lost or damaged to the Manager, Orchestra Operations.
- Prepare music for all auditions.
- Assist artistic staff in obtaining needed scores and preparing music to be performed.
- Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility. Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work under his/her control is performed in a safe, healthy and environmentally sound manner.

4. Operating Environment, Framework & Boundaries:

Work is performed in a standard office environment / Other special notes regarding position such as exposure to hazards, work outside of normal working hours, travel requirements, etc.

Work is performed in a standard office environment.

5. Minimum Knowledge, Skills & Experience:

- A Bachelor's degree in music from a globally accredited university or related work experience in peer organizations.
- Computer proficiency including Microsoft Office and database applications.
- Strong interpersonal and verbal communication skills essential along with concise writing proficiency in a multi-cultural environment.
- Highly organized and able to handle multiple tasks simultaneously; attention to detail; ability to work quickly and efficiently under pressure and meet deadlines
- Must be able to read music and be well-versed in areas of Orchestration, Music History, Musicology and Music Theory.
- 5-7 years experience as an orchestra librarian preferred; or relevant combination of education and/or training and experience.