

## *Orchestra Librarian*

### Job Responsibilities:

- Responsible for the acquisition and preparation of music to be performed by the orchestra, chorale and Summer String Institutes. General duties include but not limited to:
  - Renting or purchasing scores and parts
  - Manage the string bowing process, collecting bow markings from principal string players on schedule and copying into parts
  - Mailing/distributing parts to orchestra members in advance of concerts
  - Maintaining an orderly archive with accurate inventories of scores/parts, copies of previously bowed parts
  - Selecting preferred editions of music in consultation with the conductor
  - Maintaining digital scans of all parts needed for a concert cycle
  - Marking cuts or inserts, page or rehearsal numbers, or fixing page turn issues
  - Collecting orchestra music following a concert cycle
  - Shipping rental music to/from publishers and maintaining shipping records
  - Submit invoices for payment, keeping accurate digital records
- Prepare estimates of future music costs as part of the annual budgeting process
- Concert and Rehearsal duty – be onsite for rehearsals and concerts to distribute music and care for any day of music issues
- All other duties as assigned

### Preferred Qualifications:

- Degree or comparable experience in a music related field, and knowledgeable in performance practice, music theory, and foreign language musical terms
- Previous experience preparing orchestral music
- Ability to think strategically, planning to meet far off deadlines
- Ability to work independently
- Highly organized, reliable, efficient, accurate and prompt in all work habits.
- Poise and grace under pressure, excellent interpersonal/communication skills
- Proficient in basic office computer systems (Microsoft Office, Adobe, etc...)

### Salary & Work Schedule:

\$27-30 per hour based on experience. Time commitment ranges from 15-30 hours per week during the orchestra's concert season (fall – spring). Lighter summer work schedule. The librarian is expected to be onsite during all orchestra rehearsals and concerts unless a suitable substitute has been arranged. Other working hours may be flexible to suit the individual's needs and can be negotiated with his/her supervisor.

The orchestra librarian reports to the Director of Artistic Operations

### To Apply:

Candidates should submit cover letter and resume to Kyle Schick at [kyle@nationalphilharmonic.org](mailto:kyle@nationalphilharmonic.org)  
Position will remain open until filled.