



**Alabama
Symphony
Orchestra**

JOB TITLE: Orchestra Librarian

REPORTS TO: Music Director, Executive Director

SUPERVISES: One part-time Library Assistant

JOB SUMMARY: The Orchestra Librarian is responsible for providing and organizing all of the music needed for performances, and for maintaining the orchestra's library. The Orchestra Librarian is also responsible for providing program listings, instrumentation requirements, and other information to the Production staff on request.

JOB DUTIES AND RESPONSIBILITIES:

Music Procurement and Preparation:

- Arrange for the purchase or rental of materials to meet the program needs for the orchestra.
- Take 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. Make necessary music reparations of older music editions.
- Ensure prompt return of rented or borrowed materials.
- Ensure adherence to copyright laws.
- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution and marking of all orchestra parts.
- Work with conductors and soloists to prepare music according to their specific requirements.
- With cooperation of the Personnel Manager, Audition Committee, and Operations Manager, prepares music for all auditions.
- 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 organized per concert and in accordance with the timeline established in the Master Agreement.
- Adhere to a timeline for the bowing of string parts.
- 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 and make folders available to musicians in accordance with the guidelines set forth in Article 8.03 B. 4 the Master Agreement.
- Prepare and distribute practice parts for all Masterworks and Pops.
- Make available, upon request, any Pops guest artist folders that may be delivered prior to the day of the first rehearsal with the artist.

- Provide program pages, complete with timings and intermissions, in all program folders for Masterworks and Pops. (run sheets) and copies them in the Production file server.

Concert/Rehearsal Duties:

- For assigned rehearsals and concerts, arrive one hour early to accommodate any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide an alternative if possible.
- At performances set conductor's scores and batons.
- Collect and store all music at conclusion of final service.
- Distribute and collect music at concerts and rehearsals.
- Assist conductors and musicians with needs related to printed music.
- Be available to accommodate 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's library, maintain accurate inventory, and ensure adequate security.
- Track all items borrowed from the library, i.e., individual parts, scores, reference materials, and ensure their timely return as outlined in Article 12.03 and 12.04 of the ASO Master Agreement.
- Keep all library equipment in good working order, arranging for maintenance as needed.

Administrative:

- Provide instrumentation requirements and other information to the Production staff as requested.
- Prepare timing sheets for each concert (run sheets).
- Submit Purchase Orders for library supplies as needed.
- Review and process all payments for music, shipping, and supplies.
- Report to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) all music performed on all concerts.
- During budgeting process, provide projected expense figures for planned repertoire as required by the Artistic Coordinator, Operations Manager and/or Finance Director.

Secondary Activities and Responsibilities:

- Assume role as contributing member of The Alabama Symphony staff and respond to projects as needed.
- Attend monthly production meetings as a contributing member of the Production Team.
- Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.
- Assist artistic staff in obtaining needed scores and preparing music to be performed.
- Other duties as assigned by the supervisors.

Minimum Requirements:

- A bachelor's degree in music
- one year of experience working in a performance library

- Computer proficiency including Music software (Sibelius), OPAS, Excel, Word & e-mail.
- Excellent communication and motivational skills.
- Exceptional organizational abilities and attention to detail.
- Ability to work quickly and efficiently under pressure while maintaining a calm and controlled demeanor when treated with respect and consideration.
- Strong desire to be a team player with a positive attitude that reflects the utmost professionalism to the public, staff, and musicians.
- Ability to work flexible hours in order to handle office and rehearsal demands.

Benefits: Full-time employee benefits include health, dental, life and disability insurance; flexible spending accounts; pension and 403(b) plans

Orchestra profile: The mission of the Alabama Symphony Orchestra is to change lives through music. As one of the State's premier performing arts organizations and only full-time professional orchestra, our programs inspire and entertain nearly 100,000 individuals a year throughout Alabama through concerts, youth programs, and education and community engagement efforts. The ASO works to produce creative, dynamic programming and to be known as an artistically innovative leader for other orchestras.

SUBMISSION:

Please send cover letter, resume, and reference information to:

jobs@alabamasymphony.org

subject line: Orchestra Librarian application

The Alabama Symphony Orchestra is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. The Alabama Symphony Orchestra will not tolerate discrimination or harassment. A criminal background check will be conducted prior to hiring. A period of evaluation will be required

