

Music Librarian Job Posting

FOR IMMEDIATE HIRE as of July 21, 2022

Reports to: Vice President of Operations & Education

Salary: Negotiable, commensurate with experience.
Part-time, non-exempt

Primary Responsibilities include but are not limited to:

Music Procurement & Preparation

- Responsible for all aspects of music preparation: editing, proofreading, correcting errata, facilitating the bowing process, placing conductor/guest artist markings into the parts, ensuring rehearsal letter/numbers match between scores/parts, repairing damaged materials, etc.
- Arrange the purchase/ rental and delivery of materials to meet program needs for the Orchestra
- Track incoming music, pack, and ship outgoing music; maintain shipping records

Concert & Rehearsal Duty

- Arrive a minimum of one hour early to place sheet music on Orchestra Members' music stands, and collect all music at the conclusion of each service
- Assist Music Director, Guest Conductors, Musicians, and LBS Staff with needs related to the printed music
- Follow-up with conductors and musicians after every service for possible changes and edits to parts and bowings
- **Must** be able to work nights and weekends, as required

Orchestra Library Maintenance

- Maintain and repair the Orchestra's collection of scores, parts, and folders
- Catalogue and file music purchased for the Long Beach Symphony library, ensuring an accurate and clean database
- Maintain membership in the Major Orchestra Library Association

Administrative

- Supervise volunteers, hourly help as available
- Advise program listings, instrumentation requirements, and publishers to LBS Staff
- Provide projected expense figures to the Vice President of Operations & Education for all planned repertoire/licensing fees/supplies during the season's budgeting process
- Maintain accurate Library financial records
- Produce rights-granting agencies (ASCAP/BMI) with accurate program reports as required and adhere to copyright laws
- Maintain accurate performance history records

Basic Experience and Qualifications:

- Comprehensive knowledge of orchestral repertoire, music theory, foreign terms, musical terms, transpositions, and notation standards
- Excellent computer skills are desirable, working knowledge of Microsoft Office and Microsoft Outlook. Experience using music notation software and image editing software is a plus
- Strong interpersonal and verbal communication skills are essential
- A Degree in Music, or having the equivalent musical knowledge, is required
- Experience as an orchestral librarian is preferable. Experience with orchestral pops programming is a plus
- Ability to work well independently or with a team
- Strong follow through in communication and completion of projects
- Capable of managing multiple deadlines
- Adaptable in a fast-paced performance environment
- Positive attitude

Send resume with cover letter to Issy Farris, Vice President of Operations & Education

issy@longbeachsymphony.org

