



## MODESTO SYMPHONY ORCHESTRA ASSOCIATION

**JOB TITLE:** Music Librarian  
**REPORTS TO:** Director of Operations  
Supports Music Director, Artistic Staff, Director of Operations, Musicians  
**SUPERVISES:** None  
**STATUS:** Part-time (20-30hrs. per week), nonexempt  
**DATE:** December 28, 2021

**JOB SUMMARY:** Reporting to the Director of Operations, the Music Librarian is responsible for the ordering, preparation and distribution of music for all MSO activities including rehearsals and performances of the orchestra, youth orchestra, and chorus. The Music Librarian also maintains the MSO library, researches and provides information including program listings, instrumentation requirements and other information to the MSO administrative and artistic staff as needed.

### DUTIES AND RESPONSIBILITIES:

- Manage and provide all music including music preparation and distribution for Music Director, artistic staff and musicians of the MSO
- Research and confirm editions, arrangements, instrumentation, keys with Music Director and Director of Operations
- Research availability and cost of music to be ordered and maintain library budget
- Order, manage and ship all music to ensure music deadlines are met
- Order, catalog and maintain library of purchased music for orchestra, chorus and MSYO (Modesto Symphony Youth Orchestra)
- Coordinate and manage bowings calendar and deadlines
- Prepare music including routing master string parts through string principals, copying bowings into section parts, making practice copies, fixing page turns and marking cuts and corrections
- Check wind parts for doublings and alert Director of Operations for additional needs
- Proof programs for accuracy and provide final program listing and other materials needed for marketing

**CONCERT/REHEARSAL DUTIES:**

- Attend all orchestra services Prepare musician folders for concerts and transport all music to venue(s)
- Ensure orchestra music is placed no later than 90 minutes prior to the first service of every set
- Follow up at every rehearsal with conductor and string principals for possible bowing changes, mistakes to be corrected in parts, bad page turns, etc.
- Place conductor's scores to the podium 5-10 minutes before beginning of each performance
- Clear the stage of all music after each rehearsal and performance as needed

**OFFICE DUTIES:**

- Manage music library including archival recordings, database of repertoire and database of performances ensuring accuracy
- Maintain a current file of publisher catalogues
- Other duties as assigned

**QUALIFICATIONS:**

- Significant experience as an orchestra librarian is preferred
- Formal education in music, including substantial knowledge of orchestra repertoire and instrumentation
- Exceptional organizational abilities and attention to detail, including the ability to handle multiple tasks simultaneously and meet deadlines
- Excellent communication and motivational skills
- Ability to work quickly and efficiently under pressure while maintaining a calm and controlled demeanor
- Team player with a positive attitude that reflects the utmost professionalism to the public, staff and musicians
- Computer proficiency in Microsoft Office including Excel, Word, email and database applications.
- Must be able to lift and distribute heavy boxes of music

**COMPENSATION:** \$15-\$17/hour depending on qualifications and experience

**To apply, please submit a cover letter and resume to [jobs@modestosymphony.org](mailto:jobs@modestosymphony.org)**

No phone inquiries, please.

*The Modesto Symphony Orchestra Association is an equal opportunity employer and is committed to diversity, equity and inclusion.*