



MUSIC LIBRARIAN

REPORTS TO: Operations Manager
Music Director

SUPPORTS: Artistic Staff, Operations Manager and Musicians

SUPERVISES: None

STATUS: Part-time, approximately 15-20hrs. per week, nonexempt
Hours vary depending on needs.

DATE: June 21, 2024

The Modesto Symphony Orchestra Association (MSOA) is seeking a Music Librarian responsible for the ordering, preparation and distribution of music for all MSOA activities including rehearsals and performances of the orchestra, youth orchestra, and chorus. The Music Librarian also provides information including program listings, instrumentation requirements and other information to the MSO Administrative and artistic staff as needed and maintains the MSOA library.

DUTIES AND RESPONSIBILITIES:

- Manage and provide all music including music preparation and distribution for all musicians and conductors of the MSOA
- Research and confirm editions, arrangements, instrumentation and keys with Music Director and Operations Manager
- 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 as needed
- Check wind parts for doublings and alert Operations Manager for additional needs
- Proof programs for accuracy and provide final program listing and other materials needed for marketing
- Provide music for audition committees and candidates as needed
- Provide study parts/scores for musicians as needed

CONCERT/REHEARSAL DUTIES:

- Prepare musician folders for concerts and transport all music to venue(s)
- Attend all orchestra rehearsals and performances
- 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:

- Maintain music library and database of repertoire
- Manage archival recordings
- Maintain database of performances
- 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, Dropbox, email and database applications
- Must be able to lift and distribute heavy boxes of music
- Must be able to attend concerts and rehearsals including weekends and evenings

COMPENSATION: Hourly \$22-\$28 commensurate with education and experience.

TO APPLY: Please send cover letter and resume to jobs@modestosymphony.org. *No phone calls please.*

ORGANIZATIONAL PROFILE

The MSOA is entering its 94th Season of enriching lives through music and strives to present music of the highest artistic quality, to foster lifelong music appreciation and to bring music education to the community.

Each season, the MSO performs five classics concerts and three pops concerts at the Gallo Center for the Arts and produces two community favorites outside the concert hall, Picnic at the Pops at the E. & J. Gallo Winery and the Holiday Candlelight Concert at St. Stanislaus Catholic Church. The MSOA also serves the region with music education programs which include education concerts, a youth orchestra program and a 100+ member volunteer chorus. The MSOA has an annual operating budget of \$2.5 million. MSOA is governed by a 30 person Board of Directors and has 6 full-time and 4 part-time office staff. Located in the central valley of California, Modesto is 90 miles east of San Francisco and 60 miles west of the Sierra Nevada foothills.

The Modesto Symphony Orchestra Association is an equal opportunity employer and is committed to diversity, equity and inclusion in the workplace. All qualified applicants are encouraged to apply.