

MUSIC LIBRARIAN

Location: Union Square, San Francisco (hybrid)
Type: Part-time, non-exempt
Start Date: May 1, 2023
Salary: \$28-\$33 per hour, average 15 hours/week
Reports to: Director of Artistic Planning

Position Summary:

Reporting to Philharmonia's Director of Artistic Planning and working directly with the Music Director and musicians of the Orchestra and Chorale, the Music Librarian is responsible for a variety of duties in providing and organizing all of the music required for performances of Philharmonia Baroque Orchestra & Chorale performances in a timely manner within budgetary guidelines, and for maintaining the orchestra's library of parts and scores.

Specific duties include, but are not limited to:

- arranging the purchase or rental of materials to meet program needs of Philharmonia;
- working directly with Philharmonia's Music Director, all Philharmonia guest conductors, leaders, and soloists, and Philharmonia's concertmasters as required to prepare music according to specific requirements, including but not limited to creating, editing, proofreading, marking, scanning, and distribution of orchestra parts;
- attending every Philharmonia rehearsal to ensure that all musicians have music
- coordinating with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc;
- maintaining the orchestra's collection of scores and parts, repairing and maintaining music and folders, cataloging and filing music purchased for the orchestra library, maintaining accurate inventory of scores and parts, and preparing annual library budget, including projected expenses for planned repertoire;
- tracking all items rented or borrowed from the library (i.e., individual parts, scores, reference materials) and ensuring their timely return;
- preparing music for all auditions;
- other job-related duties as assigned.

Qualifications:

- at least 3 years professional orchestra library experience;
- undergraduate degree in Music or equivalent musical knowledge;
- familiarity with orchestra music and parts, instrumentation, ranges, transpositions, and foreign language terms;
- ability to produce excellent handwritten music notation, read scores and copy and transpose parts;
- ability to prepare parts using computerized music notation software such as Sibelius or Finale;
- extensive knowledge of orchestral repertoire and music publishers, especially for early

- music;
- a working knowledge of US and international copyright law;
- ability to work independently, prioritize tasks, exercise good judgment and take initiative, as well as work as part of a team;
- knowledge of computerized information systems and their applications, including Google Docs & Calendar, Dropbox, database navigation, Microsoft Word & Excel;
- ability to adapt to a fast paced, rapidly changing environment;
- outstanding interpersonal skills including the ability to communicate with conductors, musicians, and staff in a professional, confidential, timely, and tactful manner.

Compensation is commensurate with experience.

Total orchestra work for the 2023-24 season will be 70 services over 10 weeks (spread July through April).

To Apply:

Email your résumé and cover letter to jobs@philharmonia.org and specify "Music Librarian" in the subject line of your response. No phone calls please.

Philharmonia Baroque Orchestra & Chorale is an equal opportunity employer.

Organization Overview:

Now in its 43rd year, Philharmonia Baroque Orchestra & Chorale (PBO) is the leading and largest ensemble of its kind in North America and the second largest orchestral organization in the Bay Area. Under the musical direction of Richard Egarr and performing repertoire from the Baroque, Classical, and early Romantic periods, as well as new music and opera, PBO is a highly versatile historically-informed ensemble comprising both the Philharmonia Baroque Orchestra and Philharmonia Chorale. The organization presents a Bay Area signature season of mainstage concerts in four Bay Area venues, at least 8 annual off-season programs, including large-scale opera productions, several alternative series, including SESSIONS and Jews & Music, commissions new works regularly through its long standing New Music for Old Instruments program, produces a comprehensive suite of education programs for youth and adults and maintains a robust national and international touring schedule. The ensemble has appeared regularly at Lincoln Center, Disney Hall, Yale's Norfolk Chamber Festival, among many others. In 2020, PBO won the San Francisco Classical Voice award for Best Opera in the Bay Area for its acclaimed production of *Aci, Galatea e Polifemo*. PBO maintains deep artistic partnerships and relationships with the Mark Morris Dance Group, Davóne Tines, Tarik O'Regan, Anthony Roth Costanzo, Errollyn Wallen, Matthew Aucoin and the American Modern Opera Company (AMOC) and was the first orchestra in the Bay Area to commission Caroline Shaw to compose four acclaimed works. The organization maintains a partnership with The Juilliard School's Historical Performance division now seven years running, and engages with the conservatory in coaching, mentoring and side by side performances featuring Orchestra members and students. The ensemble has made more than 50 commercial recordings and has its own record label.

PBO embraces a workforce that reflects the exceptional diversity of the Bay Area and our country.

Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.