

JOB TITLE: Librarian

REPORTS TO: General Manager

JOB SUMMARY:

The Librarian is responsible for the ordering of both purchase and rental materials, and the preparation of scores and parts for all performances. In consultation with the Music Director and Principal POPs Conductor (and guest conductors, when appropriate), the Librarian selects performance editions; marks all necessary bowings, cuts, and edits; distributes all scores and parts. With the Employer's administrative support, collects sheet music at the conclusion of each Performance Series, and otherwise works with the sheet music that the Orchestra's Musicians use for any and all services. The Librarian maintains the Employer's music library, records repertoire performance data, and assesses long-range acquisition needs.

The Librarian's General Music Duties Include:

- Maintain performance records listings for each performance by: recording composition, publisher of music, conductor, applicable artist/soloist, record other pertinent information helpful in preparing future performances of the same repertoire, and update and maintain performance history database.
- Receive and inventory incoming rental materials and ascertain their condition for performance. Inventory, pack and ship outgoing rental materials within timeframes specified by publisher, and maintain related shipping records.
- Maintain accessory supplies for access at all venues.
- Maintain good working relationships with all publishing houses and composer management, serving as the Employer's principal point of contact. Maintain a current file of publisher catalogs. Research availability and cost of music to be ordered and/or rented, in consultation with the Music Director and Principal POPs Conductor (and soloist or guest conductor where appropriate). Directly order all required materials following approval of Music Director or Principal POPs Conductor.

Production Duties:

- Consult with management, conductors and soloists regarding all programs and Performance Series, as needed or requested. Distribute Pasadena Symphony Association email address and appropriate telephone numbers to all members of the orchestra so that Musicians and Librarian can have timely and

professional internal and external correspondence, and so that Musicians can report all errors, discrepancies, and problems.

- Implement and monitor all bowing schedules including dissemination of parts to string principals, ensuring coordination between and among string principals and the administrative office, and ensuring timely receipt and delivery of bowed parts.
- Marie orchestra parts as directed by the Music Director, Principal POPs Conductor and/or guest conductor(s) in addition to Guest Artists when practicable. Marie bowings in string parts from master set and/or score. Repair music and folders as needed. Facilitate clear coordination and planning with Music Director, Principal POPs Conductor or guest conductors to ensure that, for every work of music being performed, proper editions of both parts and scores are utilized, such that all measure numbers and rehearsal letters correspond appropriately.
- Assemble and breakdown orchestra music folders, refilling music and scores as needed.
- Attend all orchestral services for their duration, and perform traditional tasks such as distributing and collecting music, ensuring proper placement of music on stands, and assisting conductors and musicians with needs related to printed sheet music.

TO APPLY FOR THIS POSITION:

- Email your application materials including your résumé, a cover letter to DFlaherty@PasadenaSymphony-Pops.org.