



POSITION DESCRIPTION

TITLE: Assistant Librarian
REPORTS TO: Principal Music Librarian
DEPARTMENT: Operations
STATUS: Part-time, 25 to 29 hours/week

SUMMARY DESCRIPTION:

The Assistant Music Librarian of the Charlotte Symphony helps to prepare and distribute scores and parts to musicians for rehearsals and performances. They work closely with the Principal Librarian, the Music Director, Principals, and other staff members as needed to ensure that correct editions of scores are acquired and that all bowings, edits, and cuts are managed accurately and in a timely manner.

DUTIES AND RESPONSIBILITIES:

Music Preparation

- Checks and confirms incoming and outgoing sets of parts and scores for completeness and condition in a timely manner.
- Ensures that bowings, rehearsal letter/numbers, and measure numbers are compatible with the conductor's score and the distributed parts.
- Preparation includes but is not limited to editing, proofreading, distributing and marking of all string parts.
- Mails or emails digital parts to extra and substitute musicians, if necessary.
- Assembles and breaks down orchestra folders.
- Ensures prompt return of rented or borrowed materials and adheres to applicable copyright laws and guidelines.

Concert/Rehearsal Duties

- Coordinates delivery of music trunks to and from service locations, working with Orchestra Stage and Equipment Manager.
- Arrives at least 45 minutes prior to the scheduled start time of rehearsals and concerts to ensure that all musicians have the proper music, and if not, provides substitutions.
- Checks with conductor upon their arrival, sets conductor score on the stand and collects and stores at end of service.
- Ensures that there is always a "safety set" of conducting scores onsite at every service.

Administrative/Library Management

- Maintains the orchestra's collection of scores and parts in an orderly and organized fashion; repairs and maintains parts and folders.
- Using ArtsVision software, keeps accurate databases of CSO collection for quick retrieval of information as needed by Artistic staff.
- Maintains accurate orchestra performance records.
- Helps to prepare and submit ASCAP and BMI reports.
- Tracks all items borrowed from the library, (i.e., individual parts, study parts, scores, reference material, etc.) and ensures their timely return.
- Helps to create and disseminate instrumentation sheets for all programs.
- Prepares music for all auditions.

POSITION REQUIREMENTS

- Music training and/or music library experience.
- Thorough knowledge of orchestral repertoire, both Classical and Pops.
- Experience in the process of score marking and bowings.
- Knowledge of standard computer software (Microsoft Word, Excel, Outlook) and engraving music software (Finale, Sibelius).
- Knowledge of binding equipment and photocopier equipment.
- Ability to lift and move music folders, and/or help transport music storage boxes.
- Ability to stay current with "best practices" of music librarianship.
- Excellent interpersonal skills and the ability to work effectively with conductors, musicians, and staff.
- Ability to work flexible hours including, evenings and weekends.
- Willingness to learn and develop new skills.

Qualified applicants should submit a one-page resume and cover letter to nbustos@charlottesymphony.org