

CHARLOTTE SYMPHONY ORCHESTRA

POSITION DESCRIPTION

TITLE: Music Librarian
REPORTS TO: Director of Orchestra Operations
DEPARTMENT: Operations
STATUS: Full-time, Exempt

SUMMARY DESCRIPTION:

The Music Librarian of the Charlotte Symphony is responsible for the purchase, rental, preparation and distribution of scores and parts to full time and extra musicians for all rehearsals and performances. He/she works closely with the Music Director, Principals, and other artistic 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. The Music Librarian maintains the library of music holdings, manages databases, and assesses long-range music purchasing needs. The Music Librarian abides by all deadlines and other provisions described in the Collective Bargaining Agreement.

DUTIES AND RESPONSIBILITIES:

- Arranges for the purchase or rental of materials to meet the music needs of the orchestra for a particular program.
- Oversees all aspects of music preparation for all services of the Charlotte Symphony, Charlotte Symphony Youth Orchestras, and Charlotte Symphony Chorus, and for services relating to opera and ballet and other “for-hire” activities as they arise.
- Reviews all music parts before distribution to determine if they meet acceptable standards of legibility, readability, and have adequate rehearsal letters and numbers.
- Ensure that there are enough parts and that they are the right parts for a particular program. Provides parts sufficiently in advance to Concertmaster and other string principals for bowing.
- Assembles and arranges music in appropriate orchestra folders.
- Coordinates delivery of music trunks to and from service locations, working with Orchestra Stage and Equipment Manager.
- Checks with conductor upon his/her arrival, sets conductor score on stand and collects and stores at end of service.
- Maintains the orchestra’s collection of scores and parts in an orderly and organized fashion; repairs and maintains music and folders.
- Catalogues and files music purchased for the orchestra library, maintains accurate inventory, and ensures adequate security.
- Using ArtsVision software, keeps accurate databases of collection for quick retrieval of information as needed by Artistic and Management staff.

- Maintains accurate orchestra performance records.
- Reports to all appropriate performance licensing organizations (ASCAP, BMI, etc.) all music performed on all concert series and specials.
- Creates and disseminates instrumentation sheets for all programs, cross-referencing musical parts to ensure accuracy and update databases as needed.

POSITION REQUIREMENTS

- The position requires a degree in music and/or training in music library procedures.
- Ability to read and write music in different clefs, transpositions, transcription of parts.
- Thorough knowledge of orchestra repertoire, both classical and pops.
- Ability to copy orchestra parts cleanly and legibly using manuscript paper and computer assisted software. Knowledge of binding equipment and photocopier equipment.
- Ability and knowledge in the process of score marking and bowings.
- Familiarity with music publishing practices and process, licensing and copyright laws.
- Ability to lift and move music folders, and/or help transport music storage boxes.
- Proficiency with standard computer software, including Microsoft Word, Excel, and Outlook. Proficiency with ArtsVision orchestra management software and music writing software.
- Ability to stay current with “best practices” of music librarianship.
- Excellent interpersonal skills and the ability to work effectively with conductors, musicians, and staff.

Physical Demands:

- While performing the duties of this job, the employee is required to stand regularly; walk regularly; sit regularly; run regularly; use hands to finger, handle, or feel regularly; reach with hands and arms regularly; climb or balance frequently; stoop, kneel, crouch, or crawl regularly; talk or hear regularly. The employee must occasionally lift weight and / or exerts force up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

Work Environment:

- While performing the duties of this job, the employee may be exposed to wet or humid conditions (non-weather) occasionally; work near moving mechanical parts regularly; may work in high, precarious places occasionally; odors, fumes or airborne particles regularly; outdoor weather conditions occasionally; vibration frequently. The noise level in the work environment is usually loud.

To apply:

- Qualified candidates can submit via email their letter of interest addressed to A.T. (Bud) Simmons, Director of Orchestra Operations, resume, and at least three professional references with the subject line “Music Librarian” to email address employment@charlottesymphony.org.
- Applications accepted by email only. For consideration, all letters of interests must be received by **12/1/2016**.
 - *No telephone calls / No agency resumes accepted. EOE M/F/V/D*