

**CHARLOTTE SYMPHONY ORCHESTRA
POSITION DESCRIPTION**

TITLE: Principal Music Librarian
REPORTS TO: Senior Director of Artistic Planning
DEPARTMENT: Artistic Operations
STATUS: Exempt full-time
DATE UPDATED: July 2024

SUMMARY DESCRIPTION

The Principal Music Librarian of the Charlotte Symphony delivers outstanding service and support to the musicians of the Charlotte Symphony. They are responsible for the purchase, rental, preparation and distribution of scores and parts for all rehearsals and performances. They work 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 Principal Music Librarian maintains the library of music holdings, manages databases, and assesses long-range music purchasing needs. The Principal Music Librarian leads the long-range planning for the library and abides by all deadlines and other provisions described in the Collective Bargaining Agreement.

DUTIES AND RESPONSIBILITIES

Music Procurement

- Arranges for the purchase of rental materials to meet the music needs of the orchestra for a particular program
- Takes delivery of and tracks incoming music, oversees the packaging and shipping of, and maintains and approves shipping records.
- Checks and confirms all incoming and outgoing performance parts for completeness and condition in accordance with CBA deadlines
- Ensures the prompt return of rented or borrowed materials
- Observes all copyright laws and guidelines

Music Preparation

- Oversees all aspects of music preparation for all services of the Charlotte Symphony and for services relating to opera and ballet and other “for hire” activities as they arise
- Preparation includes but is not limited to editing, proofreading, distributing and marking of all string parts
- Works with the Music Director, conducting staff, and soloists to prepare music according to their specific requirements
- Takes all necessary steps to correct any problems with materials that could be potentially disruptive to rehearsals and performances before parts are distributed

- Reviews all music parts before distribution to determine if they meet acceptable standards if legibility and have adequate rehearsal letters and or numbers; Ensures that bowings, rehearsal letters and/or numbers, and measure numbers are compatible between the conductor's score and the distributed parts
- Provides parts sufficiently in advance to Concertmaster and other string Principals for bowing
- Oversees the preparation of music for all orchestra auditions, including booklets with excerpts for each member of the audition committee, candidate, and proctor

Concert/Rehearsal Duties, in collaboration with Assistant Librarian

- Coordinates delivery of music trunks to and from service locations, working with the orchestra's Stage Manager
- Ensures that all musicians have the proper music, and if not, provide substitutions
- Checks with conductor and string Principals for possible bowing errors or changes, etc.
- Ensures that there is always a "safety set" of conducting scores onsite at every service
- Prepares and operates supertitles for choral concerts
- As needed, provides scores for recording engineers for purposes of final editing recordings
- Maintains accurate timings of works at rehearsals and disseminates information as appropriate; Communicates pertinent information to conductors, musicians, guest artists, and staff

Administrative/Library Management

- 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 data bases of collection for quick retrieval of information as needed by Artistic and Management staff; maintains accurate orchestra performance records
- Develops and oversees all library budgets in consultation with the Senior Director of Artistic Planning
- Reviews and processes all orders and payments for music and supplies.
- Tracks all items borrowed from the library, i.e., individual parts, study parts, scores, reference material, etc., and ensures their timely return
- Reports to all appropriate performance licensing organizations (ASCAP, BMI, etc.) all music performed as required by licenses
- Acquires all licenses for performances via the internet
- Creates and disseminates instrumentation sheets for all programs
- Maintains current publisher contact info and researches availability and cost of music to be ordered

Other

- Supervises Assistant Librarian and part-time support staff
- Other duties relating to the position may be assigned as necessary

POSITION REQUIREMENTS

A bachelor's degree in music or related field, or equivalent experience. A minimum of 3-5 years of experience in orchestra administration and/or training in music library procedures. A strong background in classical music and a broad knowledge of repertoire, instrumentation, and performance practices required.

- Excellent interpersonal skills and the ability to work effectively with conductors, musicians, and staff
- Excellent verbal and written communication skills
- Demonstrated success in organizing work, meeting strict deadlines, and setting priorities
- Outstanding attention to detail and ability to multi-task
- Ability to work as a team within the library and broader operations department
- Ability to read and write music in different clefs, transpositions, transcription of parts
- Thorough knowledge of orchestra repertoire, both classical and pops
- Ability and knowledge in the process of score marking and bowings
- Familiarity with music publishing practices and process, licensing, and copyright laws
- Proficiency with standard computer software, including Microsoft Word, Excel, Adobe and Outlook. Proficiency with ArtsVision orchestra management software preferred
- Ability to stay current with "best practices" of music librarianship
- Ability to lift and move music folders, and/or help transport music storage boxes up to 40 lbs.
- Must have valid driver's license and reliable transportation
- **Frequent evening, and weekend work required**

APPLYING:

To be considered, interested candidates should send a resume and cover letter to employment@charlottesymphony.org using the subject line "Principal Librarian." Applications will be accepted by email only. No phone calls, please.