

# LANSING SYMPHONY ORCHESTRA

## LANSING SYMPHONY ORCHESTRA JOB DESCRIPTION

**JOB TITLE:** Orchestra Librarian

**JOB CLASSIFICATION:** Part-time, exempt

**DATE:** June 2017

**REPORTS TO:** Director of Finance & Operations; responsive to the Music Director, Concertmaster and Principal Players

**JOB SUMMARY:** The Orchestra Librarian is responsible for the procurement, distribution and marking of all music to be performed by the orchestra and for the organization, maintenance and cataloging of the orchestra library.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### **Music Procurement**

- Arrange for the purchase, rental, or borrowing of materials to meet program needs for the orchestra.
- Track incoming music, pack and ship outgoing music, and maintain shipping records.
- Check all incoming and outgoing performance materials for condition and completeness.
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws.

#### **Music Preparation**

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
- Work with conductors and soloists to prepare music according to their specific requirements.
- Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
- Ensure that there are enough parts; provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice.

- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts and completed according to the procedure outlined in the Master Agreement.
- Assemble and arrange music in orchestra folders and make available for distribution to musicians in accordance with the Master Agreement.

### **Concert/Rehearsal Duties**

- For rehearsals and concerts, arrive early to execute any changes in bowing, stage set-up, etc.
- Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs related to printed music.
- For concerts, place black music folders on each stand and place scores on conductor's podium.

### **Orchestra Library Maintenance**

- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
- Catalogue and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security.
- Track all items borrowed from the library, i.e., individual parts, scores, reference materials; ensure their timely return.

### **Administrative**

- Assist with preparation of annual library budget
- Work with Director of Finance and Operations to adhere to budget

### **Other**

- Maintain a current file (electronic list is acceptable) of publisher catalogues, research availability and cost of music to be ordered.
- Report music lost or damaged to the Director of Finance & Operations.
- Prepare music folders for all auditions.
- Assist artistic staff in obtaining needed scores and preparing music to be performed.