

SPOKANE SYMPHONY
MUSIC LIBRARIAN (OPERATIONS DEPARTMENT)
JUNE 2021
Full-time, Exempt Position



REPORTING RELATIONSHIP: Reports to the General Manager and Music Director.

Also, works directly with Conductors, Personnel Manager, String Principals and Orchestra Members.

BASIC RESPONSIBILITIES: The Music Librarian plans and implements all functions relating to the purchase, rental, cataloging, preparation, and distribution of orchestral parts to Musicians, and coordinates scores with the Music Director and other conductors to ensure that all rehearsal and concert services proceed smoothly with regard to printed or manuscript music. The Music Librarian shall supervise the Spokane Symphony Chorale Librarian and any Music Library volunteers.

DUTIES/MAJOR FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Work with the General Manager to determine the season's budget for music purchases and rentals.
- Coordinate with the Music Director and other conductors to determine the editions and publications to be used for the season's repertoire.
- Work with the Personnel Manager to prepare a complete list of instrumentation requirements for each season and individual concert.
- Price and order all music required for rehearsal and performance by the Orchestra, checking for program repeats and negotiating the lowest possible fees for rental music. Obtain permission from the publishers/rental agencies for all planned Orchestra radio broadcasts.
- Catalog and inventory all music purchases and rentals. Number and mark with the Spokane Symphony Society stamp all purchased music.
- After inventory of each piece, check same against the Society's published instrumentation requirements and inform the Personnel Manager immediately of any discrepancies, particularly where related to percussion and keyboard requirements.
- Maintain the music library in a neat and professional manner, keeping all of the Society's purchased music in complete sets by instrumentation so that it is ready to be performed.
- Coordinate with conductors so that rehearsal letters and/or numbers in the orchestral parts match the conductors' scores.

- Oversee the transfer bowings to orchestral string parts as received from the Concertmaster, Principals, the Music Director, and other conductors. Also the transfer articulations, dynamics, and other expressive markings as time allows.
- Check new music against available Errata lists. Proofread parts and score, when necessary.
- Photocopy and assemble parts as needed.
- Ensure that music folders are prepared for distribution to orchestra members. Send copies of any necessary music to extra musicians when the Personnel Manager indicates extras have been hired.
- Transport music to and from Symphony rehearsal and performance venues.
- Oversee the collection of sheet music following concerts (and rehearsals), the erasing of markings as needed, and the return of sheet music to rental agencies or to the Society Music Library.
- Work with the Personnel Manager to create copies of excerpts used in Spokane Symphony auditions. Get permission from rental agents/publishers of excerpts when necessary.
- Prepare program reports for ASCAP and BMI.
- Examine drafts of concert program pages for the Symphony program book as requested by the marketing department.
- Provide information about pieces to be performed to the newspapers' music reviewers as needed.
- Administrate loans of music library material when applicable.
- At concerts, make sure that the conductor's score for such piece is on the stand at the podium, opened to the first page, before the beginning of each piece (as directed by the conductor).
- Oversee music library supplies and re-ordering.
- Perform other music library services as directed by the General Manager, Music Director and other conductors.

ESSENTIALS FOR THE POSITION

- Previous orchestra library experience.
- Computer skills and experience with spread sheet, word processing, and data base programs.
- Experience with computer music notation software and/or facility with hand manuscript notation.
- Ability to handle direction and requests from many people and multiple tasks concurrently.
- Ability to work independently and also in a leadership role.
- Exceptional project planning and organizational skills and attention to detail.

- Even temperament and ability to handle rush periods. Work well under pressure.
- Be a team player.
- Be self-motivated.
- Lifting boxes of music and paper weighing up to 50 lb.
- Ability to write or erase pencil markings for extended periods of time.
- Other duties as assigned.

SALARY AND BENEFITS

Salary is commensurate with experience. Fully paid individual health insurance, optional employee paid dental and vision plans, accrued vacation and sick leave.