



JOB TITLE: Librarian

REPORTS TO: Executive Director & Music Director

STATUS: Independent Contractor

JOB SUMMARY: The Orchestra Librarian is responsible for ordering, marking, mailing and organizing all of the Orchestra's music needed for performances, and, together with the Bangor Public Library, for maintaining the orchestra's library of parts and scores.

JOB DUTIES & RESPONSIBILITIES:

- Arrange for the purchase or rental of materials to meet program needs for the orchestra
- Take delivery of and track incoming music, pack and ship outgoing music, and maintain 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
- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts with bowings
- Work with conductor 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
- Coordinate with personnel manager to ensure mailing lists for music are updated for each concert to account for substitute musicians
- Mail or distribute music to musicians in a timely manner to ensure fully marked parts are received 3 weeks prior to each concert
- Collect music at concerts and rehearsals; assist music director and musicians with needs related to printed music
- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders
- Track all items borrowed from the Bangor Public Library and ensure timely return
- Provide program listings, instrumentation requirements, and other information to staff on request
- Track and report all payments for music and supplies
- During budgeting process, provide projected rental expense figures for planned repertoire
- Report music lost or damaged to the Executive Director

SKILLS AND EXPERIENCE

- Direct orchestra librarian experience is highly desirable
- Bachelor's degree recommended
- Strong organizational skills
- Prioritization: Should be able to balance multiple projects simultaneously
- Computer skills: MS Office suite and high comfort level with scanning and e-mail technology
- Ability to work independently and as a team with BSO staff
- Passion for and knowledge of classical music

TO APPLY: Email cover letter and resume to brian@bangorsymphony.org by August 17, 2018.