

SPOKANE SYMPHONY
MUSIC LIBRARIAN (OPERATIONS DEPARTMENT)
DECEMBER 2023
Full-time, Non-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. The Librarian coordinates 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 radio or other broadcasts.
- Order rental and perusal music and return it by date required.
- Inventory and catalog all music purchases and rentals. Keep detailed records in the OPAS database. Prepare program reports for ASCAP and BMI.
- Maintain the music library in a neat and professional manner, keeping all the Symphony's purchased music in complete sets organized by instrumentation. Repair parts and scores when needed.
- Check season music against available errata lists. Proofread parts and scores when necessary. Coordinate rehearsal markings with conductors.
- Oversee music preparation, including the transfer of bowings, cuts, and edits to orchestra parts as received from the Concertmaster, Principals, the Music Director, and other conductors. Mark measure numbers and rehearsal letters as needed. Provide solutions for page turns. Transfer articulations, dynamics, and other expressive markings as time allows.
- Ensure that music folders are prepared for distribution to musicians sufficiently in advance. Send music to out-of-town musicians when the Personnel Manager indicates it is necessary.
- Transport music to and from Symphony rehearsal and performance venues.
- Attend scheduled rehearsals and performances. These usually occur on evenings and weekends.
- Make sure that scores are ready on the podium at concerts, as directed by the conductor.

- Collect sheet music following concerts. Collect music following rehearsals when needed.
- Work with the Personnel Manager to create copies of audition excerpts as needed. Obtain permission from rental agents/publishers of excerpts when necessary.
- Examine drafts of concert repertoire pages for programs and online program books as requested by the marketing department.
- Provide information about repertoire to be performed to the newspapers' music reviewers and information to radio stations for broadcasts.
- Administrate loans of music library material when applicable.
- Oversee music library supplies and re-ordering.
- Perform other music library services as directed by the General Manager and Music Director.

ESSENTIALS FOR THE POSITION:

- Degree in music or equivalent knowledge.
- Previous orchestra library experience.
- Proficient software skills. Experience with spreadsheet, word processing, and database programs.
- Experience with music notation software and/or facility with hand manuscript notation.
- Ability to work well independently, take initiative, and be part of a team.
- Excellent managerial, organizational, interpersonal and communication skills.
- Attention to detail.
- Ability to handle multiple tasks concurrently while under strict deadlines.
- Resourceful problem-solving skills.
- Ability to lift boxes of at least 30 pounds.
- Ability to write or erase pencil markings for extended periods of time.

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.

CONTACT:

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