

Music Librarian

Reports to: Music Director and Executive Director

Total Compensation: \$2,700

The Music Librarian must be able to read music and scores well enough to provide support to the conductor and musicians by preparing folders of music for each rehearsal and performance, copying music when needed, and returning that music to the library files in an orderly fashion when no longer needed. Must be very organized and have an understanding of the procedures and protocol of professional musicians.

Time expectations: Rehearsals and performances are scheduled Wednesdays through Sundays during the season. The librarian is expected to be available at each rehearsal and performance if requested and will need to spend time preparing folders in addition to those times.

Pre-Season:

- Review list of all repertoire that indicates whether the music is Purchased, Rented or Owned.
 - Check all “owned” music that will be played for completeness of parts, scores, etc.
 - Prepare music packets as requested for pre-season practicing.
 - Prepare folders (depending on what music has arrived) for all concerts and arrange them in the library so they can be easily accessed by musicians and conductor.

Operations During the Performance Season:

- Determine what music is necessary for each rehearsal and performance and ensure that it is all available. This will entail communicating with the conductor to check instrumentation, personnel, etc. (for example, is a keyboard part needed, or which rehearsals guest musicians will attend).
- Be present during and after each service to distribute folders of music, be available for any library-related problems, and to collect folders that are not going home with musicians at the end of service
- Be present at each venue 30 minutes before each concert.

Recordkeeping

- Maintain a file of all music performed during the season which indicates pieces as either, Rental, Purchased, or Owned. Maintain a log file of rental & purchased music that indicates when received.
- Establish and maintain a “sign-out” system for orchestra musicians who want to use folders and parts for practice
- When receiving rental or purchased music it must be checked against the manifest immediately to ensure that the manifest is accurate. Each manifest must be kept in a file and given to the ED/Volunteer who will be returning the music or noted in that file that the librarian has returned the music to the publisher.

LakePlacidSinfonietta.org

- Maintain a written log of all repertoire performed that is not published in concert programs (i.e. encores) and all music that is scheduled to be performed but is not (program changes). At the end of the performance season provide the ED with this written list to facilitate reports to ASCAP and BMI.
- Maintain regular frequent communication with the office or designated volunteer regarding all aspects of operations including:
 - Rental Music Procurement & Return
 - Location of Manifests
 - Missing/Extra Parts
 - Return deadlines