



CSO Music Librarian Carmel Symphony Orchestra Job Description

Job Title: Music Librarian

Reports to: Supervised by the Artistic Director and Director of Operations

Job Summary: The Music Librarian is responsible for providing and organizing all of the concert music and practice recordings needed for performances, ordering and returning all rental music appropriately, processing purchased CSO music for library storage, and for maintaining the CSO library collection of parts and scores.

Job Duties and Responsibilities:

Music Procurement

- 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 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

- Organize and supervise all aspects of music preparation, including master bowings procedures and marking string parts.
- Review all music to determine if orchestra parts meet acceptable standards of legibility.
- 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.
- Provide orchestral parts for conductor's review as requested.
- Prepare individual instrumentation/playlist for each performance in consultation with the Artistic Director for inclusion in the music folders.
- Assemble and arrange music in orchestra folders (minimum 3 weeks prior to the first rehearsal).
- Upon request of conductor, coordinate practice recordings of concert music for orchestra members' study.

Concert/Rehearsal Duties

- For assigned rehearsals and concerts, arrive one hour early to execute and assist any changes in bowings, page turns, etc. Ensure that all musicians have music and, if not, provide alternative. Set conductor's scores when needed; secure all remaining music at conclusion of service.
- Distribute and collect music at concerts and rehearsals; assist Artistic Director and musicians with needs related to printed music.
- Follow up at every rehearsal with the conductor and musicians, especially string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.

Orchestra Library Maintenance

- Maintain the orchestra's collection of scores and parts; repair and maintain music and concert folders.
- Catalogue, mark and file music purchased for the orchestra library, maintain accurate inventories, and perform periodic inventory check for loss control. Ensure adequate security.
- Track all items borrowed from the CSO library, I.e., individual parts, scores, reference materials; ensure their timely return.
- Assist member musicians and other professionals who request access to CSO library and provide needed materials based on the best interest of the CSO.

Administrative

- Assist Artistic Director in determining instrumentation requirements to be hired for each concert.
- Maintain accurate orchestra performance records.
- Assist with annual library budget.
- Review billings for concert music and library supplies.
- During budgeting process, assist with projected expense figures for planned repertoire.

Other

- Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.
- Report music lost or damaged to the Director of Operations.
- Prepare music for all auditions.
- Other duties as assigned by the Artistic Director and Director of Operations.