

**JOB ANNOUNCEMENT:** Fort Collins Symphony Orchestra Librarian

**ESSENTIAL FUNCTIONS:** The Orchestra Librarian provides and organizes the music needed for performances, and maintains the orchestra's library of parts and scores. The Librarian maintains a timetable of duties and is in close communication with the Music Director, Executive Director, and Personnel Manager regarding music procurement and music preparation for concerts and rehearsals.

**QUALIFICATIONS:** Position requires a degree in music and/or training in orchestra library procedures, thorough knowledge of orchestral repertoire and score markings, familiarity with music publishing, licensing, and copyright law. Must be familiar working with spreadsheets, experience with FileMaker Pro database is desired. Previous music library experience is preferred but not required. Must be detail-oriented, able to prioritize tasks, and create and adhere to timelines. Excellent communication skills are essential.

**JOB RESPONSIBILITIES:**

**I. MUSIC PROCUREMENT**

1. Arrange for the purchase or rental of materials to meet program needs for the orchestra.
2. Track and take delivery of incoming music, pack and ship outgoing music, and maintain shipping records.
3. Check all incoming and outgoing performance materials for condition and completeness.
4. Ensure prompt return of rented or borrowed materials.
5. Ensure adherence to copyright laws.

**II. MUSIC PREPARATION**

1. Assist in all aspects of music preparation, including but not limited to:
  - editing
  - proofreading
  - arranging music in orchestra folders for distribution
  - distributing folders to the musicians in the most cost-effective method
  - marking string parts
  - supervising copyist(s)
  - ensure there are a sufficient number of parts for each program.
2. Work with conductor(s) and soloist(s) to prepare music according to their specific requirements.
3. Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers.

4. Provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice, in accordance with the Master Agreement.
5. At or before the time music is distributed to the musicians, provide a copy of the bowed 1<sup>st</sup> violin part to the Music Director for reference of bowings, rehearsal letters/numbers, and measure numbers that correspond to the musician's parts.
6. As needed, assist the audition coordinator with music acquisition.

### **III. CONCERT AND REHEARSAL DUTIES**

1. Attend rehearsals as appropriate and all concerts as needed.
2. Arrive at least one-half hour prior to rehearsal and concert starting times.
3. Ensure all musicians have music.
4. If Production Manager is unavailable, set conductor's score and baton.
5. Assist Music Director and musicians with needs related to printed music.
6. Follow up with the conductor and string principals for any assistance needed in possible bowing changes, mistakes to be corrected in parts, bad page turns, etc.
7. Ensure all music is collected at the conclusion of each service.

### **IV. ORCHESTRA LIBRARY MAINTENANCE**

1. Maintain the orchestra's collection of scores and parts, repairing and maintaining music and folders.
2. Catalog and file music purchased for the orchestra's library, maintain accurate electronic inventory, and ensure adequate security.
3. Track all items borrowed from the library, monitoring they are returned on time and in good condition.

### **V. ADMINISTRATIVE**

1. Upon acquisition of music, confirm that it meets the expected instrumentation requirements.
2. Purchase supplies for day-to-day tasks as needed for mailing and music preparation and copy work.
3. For the annual budgeting process, provide projected music expense figures.
4. Perform other duties as assigned by the Music Director and/or Executive Director.

**JOB SPECIFICS:**

- Part-time, varies from 8 to 15 hours per week, approximately 410 hours per year
- Annual salary: \$7648 for 7 concerts
- Hourly wage: \$16 for sold service concerts
- Copy work: \$12 per hour
- The position requires some manual labor such as lifting boxes of music weighing up to 40 lbs., climbing stairs, and acquiring music from overhead shelving
- Evenings and weekends required.

**TO APPLY:**

Send letter of interest and resume to Mary Kopco, Executive Director,  
[mkopco@fcsymphony.org](mailto:mkopco@fcsymphony.org) or Fort Collins Symphony, 141 S. College Avenue, Room  
104, Fort Collins, CO 80524.

Open until filled.

2/3/19