



**JOB TITLE:** Librarian

**REPORTS TO:** Music Director

**PART TIME:** Flexible, average 8-10 hrs/wk; Tues: 6pm-10:30pm

**MISSION:** The mission of Empire State Youth Orchestra is to challenge and inspire young people to achieve excellence through music in a rigorous learning environment leading to high-level performance opportunities.

**JOB SUMMARY:** The Librarian, is responsible for providing and organizing all of the music needed for ESYO's tuition-based ensembles and CHIME, and for maintaining the orchestra's library of parts and scores.

**RESPONSIBILITIES:**

**Music Procurement**

- Arrange for the purchase or rental of materials to meet program needs for ensembles, orchestras, and CHIME.
- 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**

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
- Work with conductors 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.
- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts.
- Assemble and arrange music in orchestra folders.

**Concert/Rehearsal Duties**

- For assigned rehearsals and concerts, arrive one hour early to execute any changes in bowing, stage set-up, etc.
- Ensure that all musicians have music and, if not, provide alternative.
- Set conductor's scores and batons; collect and store all music at conclusion of service.

- Distribute and collect music at concerts and rehearsals; assist conductor and musicians with needs related to printed music.
- Follow up at every rehearsal with the conductor and 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 folders.
- Catalogue and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security.
- Track all items borrowed from the library, i.e., individual parts, scores, reference materials; ensure their timely return.

#### **REQUIRED QUALIFICATIONS:**

- Formal education in music, including substantial knowledge of orchestra repertoire and instrumentation.
- Exceptional organizational abilities and attention to detail, including the ability to handle multiple tasks simultaneously and meet deadlines.
- Excellent communication and motivational skills.
- Ability to work quickly and efficiently under pressure while maintaining a calm and controlled demeanor is essential.
- Team player with a positive attitude that reflects the utmost professionalism to the public, staff and musicians.
- Computer proficiency in Microsoft Office, including: Excel, Word, email and database applications.
- Must be able to lift and distribute heavy boxes of music.

#### **TO APPLY**

- Please submit your cover letter and resume to Rebecca Calos at [rcalos@esy.org](mailto:rcalos@esy.org)
- ESYO is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
- Candidates must have the ability to complete a criminal background check.