



POSITION VACANCY - MUSIC LIBRARIAN

The Rockford Symphony has an immediate opening for a Music Librarian. The Music Librarian oversees and maintains the RSO library of music including cataloging music and updating performance files. Obtain and distribute music to musicians of the RSO, RSYO, soloists, and choral ensembles appearing with the orchestra. This is a part-time salaried position paid twice per month. The music library is housed in the RSO Administrative Offices; some work can be done remotely.

REPORTS TO: Executive Director

EXEMPT STATUS: Non-Exempt

JOB RESPONSIBILITIES

- Work with Music Director and Principal Pops Conductor to ascertain availability, acquisition, and preparation of music with regard to repertoire and orchestra size.
- Coordinate budget requests for purchase/rental of music and other supplies; monitor expense within the approved budget.
- Provide instrumentation information to the conductors and Personnel Manager.
- Order requested music so that it arrives at least 2 months before a performance.
- Receive and inventory incoming materials and prepare outgoing materials for shipping.
- Catalog and file purchased music; maintain accurate inventory and performance file.
- Coordinate distribution and return of parts to principal players so that bowings are received and marked in all parts no less than 2 weeks before the first rehearsal of the concert series.
- Mark bowings in string parts as directed by principals; check for sufficient number of rehearsal letters or numbers and add if necessary; check for errors.
- Copy/PDF and reproduce parts and inserts; upload parts to Ensemble Manager.
- Repair music and folders.
- Be present at all rehearsals.
- Distribute folders for all performances at preceding concerts (or via email or USPS).
- Assist conductor and musicians with needs related to printed music. Collect folders after concerts and follow up with any musician who fails to return music.
- Assemble and break down music in orchestra folders; refile music and scores.
- Maintain a current file of publisher catalogs online; research availability and cost of music to be ordered.
- Work closely with Personnel Manager and Executive Director to communicate rehearsal and concert information.
- Check in and out music that is being loaned/rented to other organizations.
- Prepare concert expense report programs to ASCAP and BMI.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES

- Willingness to embrace and adhere to RSO mission and vision.
- Outstanding interpersonal and communication (oral and written) skills.
- Maintain current understanding of and effectively utilize Microsoft Office.
- Willingness to be a flexible and committed team-member with the RSO administrative and artistic staff.
- Ability to organize and manage multiple projects simultaneously.
- Must be available to work weekend concerts and rehearsals.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in music performance, theory, or history or a dual major in music and library sciences optimal. 1 to 3 years related experience; or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop, and stretch; occasionally lift and carry up to 30 pounds.

If interested:

Please submit a letter of interest and a resume to:

Julie Thomas, Executive Director

Rockford Symphony Orchestra

711 N. Main Street

Rockford, IL 61103

Email: jthomas@rockfordsymphony.com