



Cape Symphony: Orchestral Librarian

APPLICATION DEADLINE: Friday, March 15, 2019

The Cape Symphony is seeking an orchestral librarian. We seek those who possess entrepreneurial vision and understand their role as catalysts to help in the evolution of classical music. For the subscription series, there are five (5) Masterpiece (classical) concerts with four (4) rehearsals and two (2) concerts each, four (4) Pops concerts with one-two (1-2) rehearsals and three-six (3-6) concerts each, two (2) educational programs per year, and other special events throughout the year, including summer programs and a New Year's Day concert. This is a part-time position. Qualified candidates must be eligible to work in the U.S. Finalists may be asked to work with the orchestra in a trial period.

Principal Duties and Responsibilities

- Research, rent, and purchase music
- Take delivery of and track incoming music
- Check all incoming and outgoing performance materials for condition and completeness
- Pack and ship outgoing music; maintain shipping records for prompt return of rental materials
- Mail photocopied music/email pdf music files to substitute musicians in advance

Music Preparation

- Work with Artistic Director and soloists to prepare music according to their specific requirements
- Provide instrumentation to the Artistic Director and Personnel Manager in planning for upcoming seasons, and maintain accurate instrumentation lists for each piece / program
- Advise Personnel Manager regarding instrumentation / most cost-effective rehearsal strategies
- Coordinate and maintain bowing schedule with String Principals
- Responsible for all bowing markings - ensuring they are complete and accurate in keeping with all according to bowing schedule
- Photocopy and assemble any needed additional parts
- Arrange music in concert order in orchestra folders before each service; include rehearsal schedule and run-sheet in music folders
- Ensure all music is ready for distribution at least 3 weeks in advance of the first rehearsal

Concert/Rehearsal Duties

- Attend all rehearsals and concerts; arrive 1 hour early to execute any changes (bowings, etc.)
- Place folders on music stands
- Distribute and collect music at concerts and rehearsals; assist Artistic Director and musicians with needs related to printed music
- Bring back-up copies of all scores to all rehearsals and concerts
- Bring copies of all musicians' parts to all rehearsals and concerts

Orchestra Library Maintenance

- Maintain orchestra's collection of scores and parts; repair and maintain music and folders
- Catalog 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 and ensure their timely return

To apply: please email a one-page resume to:
jdashnaw@cape_symphony.org

If selected, interviews will be arranged on a case-by-case basis.

The interview will take place at the Cape Symphony Office:
1060 Falmouth Road
Suite A
Hyannis MA 02601

Requirements:

- Bachelor's Degree in music (preferably in performance)
- Ability to read music (all clefs)
- Experience working in a professional-level orchestra/performance library
- Office-related computer skills, including working knowledge of music notation programs (Finale or Sibelius)
- Ability to follow specific and detailed instructions
- Self-motivated, with excellent people skills
- Ability to work under extreme pressure and meet strict deadlines
- Ability to handle heavy boxes / lifting