



MUSIC LIBRARIAN

May 2026

Part time, non-exempt position, 10-15 hours per week

Reports directly to Assistant Conductor

The wcf symphony Music Librarian is responsible for the procurement, preparation, and maintenance of all music for full orchestra and chamber orchestra concerts. The librarian works closely with the Assistant Conductor, Artistic Director, Personnel Manager, and Executive Director to source and budget for all music purchases and rentals. Attendance at selected rehearsals and concerts is expected.

Music Library: Procurement - 15%

- In consultation with the Artistic Director and Assistant Conductor, arrange for the purchase and/or rental of performance materials needed for the season's concerts.
- Monitor and execute the tracking, delivery and prompt return of materials.
- Monitor late returns and resulting late fees for rental music and missing parts. Notify the necessary musicians and publishers, and arrange for late-return penalties.

Music Library: Preparation - 60%

- Assist in all aspects of music preparation, including but not limited to editing, numbering, and marking of parts and confer with Artistic Director as to any cuts, alterations, excerpts, omissions, etc.
- Distribute, on schedule, master string parts, first to concertmaster for bowings, then copies of CM parts to all other string principals to assist with their bowings, and transfer bowings to section parts.
- Consult with string principals as to seating, based on personnel list for each concert set.
- Distribute all music in a timely fashion and collect all parts at the end of each concert set.
- Assist with preparation of audition materials and review of audition list, as requested by the Artistic Director.
- Coordinate the preparation of the Musician Memo to be sent out before each concert and/or event.

Music Library: Maintenance - 15%

- Maintain the orchestra's collection of scores and parts, including cataloguing and filing music both physically and electronically purchased for the library and maintaining an accurate inventory.

Music library: Administrative - 5%

- Prepare annual library budget, providing projected expenses for planned repertoire. Continue to monitor budget as changes in repertoire occur.

Other duties as defined by the Assistant Conductor - 5%

Education and experience preferences

- Academic training and performances in orchestral music.
- Familiarity with orchestral part preparation and distribution work-flows.
- Strong organizational skills.

Compensation commensurate with experience to be negotiated with the Executive Director.