

# DETROIT SYMPHONY ORCHESTRA

## JOB DESCRIPTION

<b>Classification:</b>	Orchestra and Training Programs Librarian
<b>Department:</b>	Artistic Operations
<b>Last Revision Date:</b>	June 7, 2019
<b>FLSA Status:</b>	Exempt

### General Description:

The Orchestra and Training Programs Librarian is a staff position that will work under the direction of the DSO Principal Librarian and Orchestra Librarian, Orchestra Manager, and Director of Education to provide for the day-to-day functioning of the DSO and Training Programs Libraries. This position requires a high level of professionalism, tact and integrity due to the frequency of internal/external contacts including musicians, staff, students, conductors, guest artists, and the Music Director.

### Specific Responsibilities:

- Prepares music for DSO and Training Programs performances. Responsibilities include, but are not limited to: checking markings and bowings with the conductor's master score and principal string parts, preparing bar numbers and/or rehearsal letters, adding cuts and inserts, repairing deteriorating parts and scores, preparing extra parts as needed, and creating digital copies as required.
- Assembles and prepares orchestra folders for concert programs when directed, including program sheets and cue sheets (including excerpted music for education/family concerts), and prepares sign-out sheets for musicians.
- Verifies content of rental music received from publishers with regard to accuracy of packing lists and usability of materials. Responsible for packing and shipping rental materials to sources on a timely basis.
- Checks contents of purchased music materials for accuracy compared to the score and packing list. Prepares new sets, including stamping and numbering of parts and scores. Verifies errata for new materials. Catalogues new sets and adds to OPAS. Prepares storage boxes for new sets of music added to the DSO collection.
- Assists in updating the performance information/instrumentation sheets in the music storage boxes of the DSO and Training Programs collection as needed. Assists in updating OPAS performance history and instrumentation records.
- Assists in preparing materials for DSO and Training Programs auditions.
- Assists in maintaining the DSO and Training Programs music collection and catalogue, as well as the performance database.
- Performs concert and rehearsal duties as needed, including maintaining library functionality, placement of music and conductor scores on stands, and providing assistance to the conductor, musicians, students, and staff with Library/music needs.
- Facilitates respectful working relationships within the Library, the Orchestra, staff, students, conductors, music publishers, and rental agencies.
- Assists in preparing payroll and provides staff oversight of part time library staff and interns.

- Performs other duties as assigned.

**Position Qualifications:**

Bachelor's level College or Conservatory degree in Music, Arts Administration or the Humanities required. Minimum of two years orchestra library experience preferred. Must have a thorough knowledge of orchestra literature, musical terms/signs (including bow markings and foreign terms), and contemporary notation. Must have excellent communication skills, including writing skills. Strong organizational skills are required. Must demonstrate meticulous attention to detail and flawless execution. Experience with problem solving as well as the ability to work well under stressful conditions is a necessity. Strong interpersonal, leadership and organizational skills are also required. Must possess exceptional people skills to work with a vast array of personalities, including the Music Director and staff conductors, DSO musicians, students and parents, vendors, members of the public, and members of the administrative staff. Must be able to work days, evenings and weekends as required.

**Other Skills/Responsibilities:**

- Researches and performs special projects as assigned
- Ability to operate in a PC network environment
- Proficiency with all Microsoft Office programs, Finale, Sibelius, and Google online app suite required. Proficiency with OPAS preferred.
- Ability to multi-task and carefully prioritize
- Ability to read/write music in different clefs and transpositions, transcribe parts, copy orchestra parts legibly and quickly using hand manuscript and computer notation software required.

**Primary Reporting Responsibility:** Senior Director of Operations and Orchestra Manager

**Secondary Reporting Responsibility:** Principal Librarian/Director of Education