

I D A H O F A L L S
SYMPHONY

JOB TITLE: Orchestra Librarian

REPORTS TO: Executive Director, works under the direction of Music Director

JOB SUMMARY: The Orchestra Librarian is an at-will part time position responsible for providing and organizing all of the music needed for rehearsals, performances, and auditions, and for maintaining the orchestra's library of parts and scores. In addition to the outlined tasks, other duties may be assigned by the Music Director and the Executive Director. Variable hours will be required depending on the complexity of the project(s); the Librarian will make their own schedule, except for any required services as outlined in the job description.

COMPENSATION: \$12,000 annual salary.

Music Procurement:

- Arrange for the purchase or rental of materials to meet program needs for the orchestra.
- Track incoming music deliveries and alert other office staff of impending shipments. Pack and ship outgoing music, and maintain shipping receipts to submit.
- Check all incoming and outgoing performance materials for condition and completeness.
- Ensure prompt return of rented or borrowed materials according to contracts.
- Ensure sync licenses are arranged in advance of each performance and/or recording project, where applicable. Pay fees as required.

Music Preparation:

- Prepare all music for the Idaho Falls Symphony, IFS Youth Orchestras, and other IFS education and outreach programs including but not limited to editing, proofreading, distribution, and marking parts.
- Check with conductors and soloists to prepare music according to specific requirements, especially as concerns the correct edition of the music.
- Review music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters / numbers / measure numbers. Make any corrections to the music and alert the conductor of any obvious issues that may need to be addressed.
- Provide string parts in advance to the Concertmaster and other designated string principals for bowings. Follow the schedule of bowings set by the Music Director.
- Create digital practice parts (including scans of principal strings) and make them available to the musicians at least 6 weeks in advance of the first rehearsal via online access. Create copies of bowed practice parts for string players when requested.

- Prepare music for auditions, including excerpt packets for any judges.

Scheduled Services and Office Hours:

- In-person expectations on a per-concert basis are a portion of the first rehearsal and the concert. At the first rehearsal, distribute original music to the musicians on their stands, and remain available for at most the first hour to answer any questions. Leave any additional copies of original music backstage for the conductor and musicians.
- On the night of the concert, be available backstage for the conductor to set scores onstage during the concert. Collect all music after each concert and do inventory.
- There are no expectations of office hours, however, the IFS Library is considered available anytime for business purposes, as necessary.
- Attend staff meetings and committee meetings, as invited.

Orchestra Library Maintenance:

- Maintain the IFS Orchestra Library collection and repair any damaged music.
- Catalog and file new music purchased for the orchestra library. Maintain accurate inventory and provide updates on library contents or suggested replacements.
- Track all items borrowed from the library, i.e., individual parts, scores, reference materials, and ensure their timely return. Report any lost or destroyed music.

Administrative:

- Submit all invoices and receipts for all purchases to the IFS ED and Bookkeeper.
- Maintain accurate orchestra performance records, and maintain current licenses with ASCAP and BMI. Report to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) all music performed on all concert series.
- When requested, provide rental and purchase quotes to the Executive and Music Directors during the spring budgeting process.