



Orchestra Librarian Position Description

Position Summary:

The Orchestra Librarian is responsible for the day-to-day operations of the Library. The Librarian will provide support and work closely with our Music Director, musicians, staff, other conductors and guest artists. This position serves as an integral member of the Artistic Operations administration staff, contributing to the creation of exceptional symphonic music presentations and patron experiences. The Orchestra Librarian will oversee a library assistant and library volunteers. This position reports to the Senior VP of Artistic Planning and Production.

Essential Functions:

MUSIC PROCUREMENT

- Arrange for the purchase or rental of materials to meet program needs for the orchestra;
- Assure that principal string parts are acquired far enough in advance for bowing;
- Take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records;
- Check all incoming and outgoing performance materials for condition and completeness and take appropriate action to rectify any deficiencies;
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws.

MUSIC PREPARATION

- Responsible for all aspects of music preparation, including but not limited to editing, proofreading, distribution, and managing the collection of and marking bowings in all string parts;
- Work with conductors and soloists to prepare music according to their specific requirements;
- Coordinate all music performance materials to assure editions are compatible in every way;
- Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that could disrupt rehearsals;
- Ensure that there are enough parts;
- Ensure that bowings, rehearsal letters/numbers, measure numbers, and cuts are compatible between the conductor's score, soloists', and the players' parts;
- Assemble and arrange music in orchestra folders;

CONCERT/REHEARSAL DUTIES

- For assigned rehearsals and concerts, arrive at least one hour early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternative materials. Manage conductor's scores and batons; collect and store all music at conclusion of services;
- Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs related to printed music;
- Follow up at every rehearsal with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.

ORCHESTRA LIBRARY MAINTENANCE

- Acquire appropriate music storage equipment and materials;
- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders;
- Maintain a collection of copies of bowings from rental materials;
- Catalogue 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; ensure their timely return.

ADMINISTRATIVE

- Provide program listings, instrumentation requirements, and other information to staff on request; proofread program book;
- Assist in maintaining accurate orchestra performance records;
- Review and process all payments for music and supplies;
- Report to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) all music performed on all concert series;
- During budgeting process, provide projected rental and purchase expense figures for planned repertoire.
- Assist Artistic staff in the research and analysis of repertoire;
- Alert Artistic staff of logistical and/or financial impact of repertoire.

OTHER

- Maintain a current file of publisher catalogues, research availability and cost of music to be ordered;
- Prepare music for all auditions and assist at auditions as needed;

Qualifications:

- Must demonstrate initiative and have the ability to work independently;
- Must exhibit flexibility and proficiency in organizing and completing several tasks simultaneously and possess strong problem-solving skills;
- Ability to demonstrate and maintain meticulous attention to detail;
- Undergraduate degree required, and a minimum of five years orchestral library experience preferred;
- Have strong desire to work with musicians and to provide the best customer service possible;
- Ability to interact effectively with Music Director, musicians, staff, stage crew, and guest artists;
- Must possess knowledge and love of classical music and a respect for the artistic temperament;
- Must have a positive attitude and be able to work as part of a high-functioning team;
- Must possess the ability to stay calm, think clearly, and maintain a professional demeanor under pressure;
- Thorough knowledge of orchestral literature, foreign terms, musical terms/signs (including bow markings) and contemporary notation;
- 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;
- Knowledge of current score editions and reference sources, enabling performance from materials meeting the highest scholarly standards;
- Possess knowledge of copyright laws in the U.S. and knowledge/familiarity with music licensing agencies;
- Experience with and knowledge of orchestral pops repertoire and sources;
- Knowledge of archival preservation of paper materials;

- Willingness to work flexible night and weekend hours and to travel with the orchestra including airline travel;
- Experience in use of performing arts technology systems such as OPAS;
- Proficiency with Office software including Outlook, PowerPoint, Word, and Excel;
- Ability to maintain a sense of humor when the going gets tough.

Job Type: Full Time, Exempt

Compensation: Compensation will be both competitive and commensurate with experience. Good benefits package, including 401K and health insurance.

Application Procedure: Please send cover letter and resume no later than February 14, 2020 to: ejeanette@PacificSymphony.org

or by U.S. Post to:

Eileen Jeanette
17620 Fitch Ave., Suite 100
Irvine, CA 92614

No calls, please

ORGANIZATION OVERVIEW

Founded in 1978, Pacific Symphony inspires, engages, and serves Orange County through exceptional concerts, education and community programs.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St. Clair for 30 years and operationally by President John Forsyte for 21 years. It presents more than 100 concerts annually, has been the resident orchestra of the [Renée and Henry Segerstrom Concert Hall](#) for over a decade, and serves 250,000 community members each year. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming, and for commissioned new works by contemporary composers. In April 2018, Pacific Symphony made its debut at Carnegie Hall as one of two orchestras invited to perform during a yearlong celebration of composer Philip Glass' 80th birthday, and the following month the orchestra toured China.

The orchestra made its national PBS debut in June 2018 on *Great Performances* with Peter Boyer's "Ellis Island: The Dream of America." Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*.

Pacific Symphony offers was one of the most comprehensive array of education and community engagement programs of any American orchestra. Its flagship Class Act elementary school enrichment program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

The Symphony is located in Orange County, California's second most populous county boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

MISSION, VISION, & VALUES

Mission

Pacific Symphony inspires, engages and serves Orange County and the region through exceptional music performances, and education and community programming.

Vision

Pacific Symphony leads a renaissance in the appreciation, accessibility and impact of classical music in Orange County and the region, through creativity, responsiveness and innovation.

Values

Excellence: Pacific Symphony strives for the highest quality in performance, community service and organization.

Passion: Pacific Symphony brings determination, great energy and vitality to its work and projects a sense of pride.

Education: Pacific Symphony seeks to ensure greater understanding and appreciation of music by all ages.

Engagement: Pacific Symphony listens to and believes in involving the community, its artists, and volunteers in shaping the future of music and ensuring its impact on the broader community.

Innovation: Pacific Symphony embraces and anticipates change, experiments with new practices, and shapes the future of classical music.

Financial Responsibility: Pacific Symphony generates and stewards programs and resources which meets the needs of present and future generations.

COMMUNITY

Pacific Symphony is located in Orange County, California's second most populous county boasting a rich arts tradition strongly supported by an engaged public. Orange County envelops the visitor in the ultimate Southern California lifestyle...casual sophistication, pristine beaches, legendary theme parks, and endless options for fun in the sun or cultural exploration. Orange County is known for its ideal year-round climate with an average daily temperature of 70 degrees.

Just minutes from Orange County's 42 miles of beaches, there are magical adventures and adrenaline pumping rides at the original Disneyland Resort, and the always-thrilling Knott's Berry Farm. Orange County's parks offer sprawling wilderness and nature parks, perfect for recreation of the sun-soaked variety, with miles of trails and coastal preserves to explore.

The level of arts and entertainment found Orange County is equally unmatched. For sports fans, Anaheim offers professional baseball, hockey, and indoor soccer, with something for everyone all year round. Costa Mesa is home Pacific Symphony's home, the Segerstrom Center for the Arts, featuring four theaters and world class offerings. Laguna Beach houses an abundance of thriving art galleries and Orange County's most famous summer and winter art festivals.

Orange County's strong university system - including the University of California, Irvine, Cal State Fullerton, and Chapman University - has helped contribute to the fact that 39% of its residents over the age of 25 have a bachelor's degree or higher, ranking it as one of the top five regions in the nation for college educated residents and number one in California. In addition, Orange County's economic strength is reflected in its low unemployment rate, which consistently runs lower than that of the statewide average.