



LIMA SYMPHONY orchestra

Job Title: Orchestra Librarian
Type: Part-Time
Organization: Lima Symphony Orchestra

The **Orchestra Librarian** will obtain, prepare and distribute printed music for programs by the Lima Symphony Orchestra and its ensembles. The Librarian will maintain the Orchestra's library.

The Librarian will report to the Executive Director and the Music Director. The Librarian must communicate closely with the Music Director/Conductor, Choral Conductor and Choral Manager, and the Personnel Manager.

Specific Major Responsibilities:

- As directed by the Music Director, obtain printed music to meet program needs of the Orchestra, its small ensembles (including Mornings with the Maestro, Symphony Storytime, and Healing Through Music ensembles), and the Lima Symphony Chorus.
- Research the availability and cost of music to be ordered, and with the approval of the Music Director and Executive Director, purchase or rent materials to obtain maximum benefit for the orchestra. All expenses must be approved by the Executive Director prior to purchase or rental. When possible, communicate with other orchestras to borrow music.
- Participate in the preparation of the yearly budget and provide budget estimates for orchestral and choral music for each concert to the Executive Director.
- Receive and inventory incoming materials, pack and ship outgoing materials, and maintain shipping records.
- Catalog music purchased for the library and maintain an inventory of scores and parts.
- Confirm edits with Music Director.
- Scan and upload music for bowings to Concertmaster and string principals (with edits) as per Musicians' Policy Statement.
- Bow remaining string parts, copy and reproduce parts and inserts, add cue sheets and edit sheets (if necessary), assemble music, and coordinate with Personnel Manager to distribute as per Musicians' Policy Statement and at prior concert whenever possible.
- Scan all parts. Offer the option of digital music and/or printed music for musicians to use for practice. Unless given to musician in advance, printed music should be on the stand of each musician at the first rehearsal.
- Assist with needs related to music.
- Collect and sort music after concerts, re-file music and scores, erase extra markings and bowings. Return rental and borrowed music to publishers or owners.
- Replace lost or damaged music.

- Submit receipts for rental and purchase of all music to the bookkeeper. Maintain a list of music rented and purchased, and provide this information to the bookkeeper annually for the audit.
- Confirm instrumentation, including doubling, with the Music Director and provide the same to the Personnel Manager.
- Attend staff meetings and occasional staff retreats or planning days.
- Other duties as requested by the Executive Director or Music Director.

Experience and Characteristics Required:

Successful candidate will be diplomatic, discreet, organized, self-motivated, creative, results-oriented, and an excellent communicator. Also important is a strong belief in the value of the orchestra to the community and enjoyment of music. Must demonstrate a willingness to be a team player in a highly collaborative environment. Confidentiality, careful attention to detail, and the ability to interact effectively with diverse constituencies are essential.

To Apply:

Please send resume and cover letter to:

Maureen Case, Personnel Manager

Maureen@limasympphony.com

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The Lima Symphony Orchestra is dedicated to preserving musical excellence as a living part of our community, now and for future generations, through performance, education and community partnerships, while always maintaining a vigilant devotion to artistic and fiscal integrity.