



## **Oakland Symphony Music Librarian**

**THE ORGANIZATION:** Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community

**JOB SUMMARY:** The Orchestra Librarian oversees all activities of the Symphony library, including the preparation, distribution, and collection of music for all symphony services. The Music Librarian works closely with conductors, musicians, and staff, and is critical to the successful operations of the Oakland Symphony. The Symphony's library includes works for the Symphony's professional orchestra, youth orchestra, and chorus.

### **JOB RESPONSIBILITIES/ DUTIES**

#### **MUSIC PROCUREMENT – 15 %**

- Arrange for the purchase or rental of materials to meet program needs for the Symphony.
- 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.
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws.

#### **MUSIC PREPARATION – 40 %**

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
- Work with conductors and soloists to prepare music according to their specific.
- 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 potentially could disrupt rehearsals.
- Ensure that there are enough parts; provide parts advance according to CBA schedule to the concertmaster and other designated string principals for bowing and pre-rehearsal practice.
- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the musicians' parts.
- Assemble and arrange music in orchestra folders.
- Meet all deadlines as assigned, including those outlined in the collective bargaining agreement.

#### **CONCERT/ REHEARSAL DUTIES – 15%**

- Arrive one hour early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternative. Set conductor's scores and batons; collect and store all music at conclusion of service.
- Distribute and collect music at concerts and rehearsals.



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- 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 – 10 %**

- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
- Catalogue and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security. Return orchestra music to shelves immediately following performances.
- Track all items borrowed from the library, i.e., individual parts, scores, reference materials; ensure their timely return.

#### **ADMINISTRATIVE – 10 %**

- Maintain Archive 440 database, provide program listings, instrumentation requirements, and other information to staff on request; proofread program book.
- Prepare timing sheets for concerts.
- Maintain accurate orchestra performance records.
- Assist Director of Operations in developing annual budgets, including collecting quotes and managing information via spreadsheet.
- 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; pay annual fees as required.

#### **OTHER – 10 %**

- Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.
- Prepare music for all auditions.
- Procure and prepare chamber music
- Secure required equipment, instruments, licenses, and permits.

#### **JOB QUALIFICATIONS/ REQUIREMENTS**

- Minimum of one year's experience working in a professional orchestra, ballet, or opera library
- Extensive knowledge of repertoire and musical notation, including all major clefs and transpositions
- Strong organizational and communications skills
- Ability to independently prioritize and complete work in a complex environment
- Demonstrated ability to work positively with a variety of people under pressure.
- Strong computer skills (Microsoft Office Suite, music notation software)



**PREFERRED QUALIFICATIONS**

- Advanced degree related to music
- Experience performing with professional orchestras
- Experience cataloging music and maintaining a music collection
- Experience with music licensing and publishers

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 80% office work at a computer and preparing music
- 20% standing, walking, bending, frequent use of hands, stooping and heavy lifting (up to 35 pounds)
- Work is primarily conducted indoors, except for 3-4 summer concerts annually which can involve heat and inclement weather.
- Noise level is moderate to low.

**SCHEDULE**

- 15 Regular work hours during non-concert weeks, with at least one day during normal business hours, 9am-5pm, Monday through Thursday. On concert weeks (approximately 8 weeks per year), the schedule will shift to include nights and weekends based on orchestra rehearsal/performing schedules, and an average of 20 work hours that week.
- Work is centered in Oakland, Ca at the Symphony's office, 1440 Broadway, and Paramount Theater.

**COMPENSATION**

- \$28-\$33 per hour, average 15 hours per week
- Work from home opportunities (all rehearsals/concerts required in person) and flexible schedule

**To Apply:** Please fill out the application form and submit a cover letter, resume, and references to Sara Vreeland, Director of Operations, at [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org). Application open until filled.