

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

Job Announcement

ORCHESTRA LIBRARIAN

JOB DESCRIPTION

The Orchestra Librarian is responsible for providing and organizing all of the music needed for performances to the Orchestra, conducting staff, and for maintaining and curating the Orchestra's library of parts and scores. As a member of the Artistic Administration, the Orchestra Librarian coordinates concert production with other staff members, participates in artistic planning, and works directly with the Music Director, Director of Artistic Planning, and the musicians of the Helena Symphony Orchestra. The Orchestra Librarian position exists to support the work of the Music Director and the artistic vision of the Helena Symphony.

The duties of the position involve work in several areas, including: Music Procurement, Music Preparation & Distribution, Music Distribution, and Library Maintenance & Administrative

REQUIREMENTS

- *Ability to read music in all clefs and have a working knowledge of all orchestra instruments listed in several languages, specifically English, Italian, German, and French
- *Ability to mark individual orchestra parts as needed, specifically string bowings, cuts or edits, and ability to discern what markings should be erased and what markings should remain
- *Ability to follow set processes while working efficiently
- *Self-motivated, detailed oriented and highly organized, with the ability to balance multiple tasks successfully
- * Superior organizational skills and meticulous attention to detail
- * Excellent computer skills with detailed working knowledge of Microsoft Office and task management applications
- * Work with interruptions while completing tasks in a timely fashion
- * Ability to be flexible in various scenarios
- * Maintain a smart phone
- * Ability to maintain close, collaborative working relationships with staff
- * Working knowledge of general office practices and procedures, including filing practices and telephone etiquette
- * Skilled in English grammar, punctuation, and document formatting
- * Ability to listen and respond with the respect and understanding and a willingness to seek solutions
- * Be able to work independently and manage time efficiently
- * Ability to follow written and oral instructions
- * Ability to maintain confidentiality of information
- * Ability to project a willingness to assist and to create a warm, professional atmosphere in the office
- * Highest integrity and ethical standards
- * Understands and supports the mission, goals, structure, and artistic vision of the Helena Symphony
- * Appreciation for classical music and understanding of its value in the community

COMPENSATION & HOURS

The position is 8-10 hours /week (.25 FTE), and hours are flexible.

Salary: \$18 / hour annually with paid holidays, paid sick leave, and paid vacation.

HOW TO APPLY:

Please submit a detailed resume and letter of application to Director of Artistic Planning at artisticplanning@helenasympphony.org. Candidates selected will interview with search committee. Applications will be considered until the position is filled, but those received before 30 April 2020 will be given priority.