



POSITION VACANCY

Music Librarian

The Rockford Symphony is seeking a Music Librarian beginning July 1, 2017. This is an hourly, part-time position, reporting to the Music Director. The Music Librarian oversees and maintains the RSO library of music including card catalogs and performance files, and obtains and distributes music to musicians of the RSO, RSYO, and choral ensembles appearing with the orchestra. Duties include:

JOB RESPONSIBILITIES

- Ascertain availability, acquisition, and preparation of music with regard to repertoire and orchestra size
- Coordinate budget requests for purchase/rental of music and other supplies; monitor expense within the approved budget
- Provide instrumentation information to the Artistic Director and Personnel Manager
- Order requested music so that it arrives at least 2 months before performance (6 weeks if rental)
- Receive and inventory incoming materials and prepares outgoing materials for shipping
- Catalog and file purchased music; maintain accurate inventory and performance file
- Coordinate distribution and return of parts to principal players so that bowings are received and marked in all parts no less than 2 weeks before the first rehearsal of the concert series
- Mark bowings in string parts as directed by principals; check for sufficient number of rehearsal letters or numbers and add if necessary; check for errors
- Copy and reproduce parts and inserts; repair music and folders
- Be present at all rehearsals
- Distribute folders for all performances at preceding concerts (or by mail)
- Assist conductor and musicians with needs related to printed music. Collect folders after concerts and follow up with any musician who fails to return music
- Assemble and break down music in orchestra folders; refile music and scores
- Maintain a current file of publisher catalogs online; research availability and cost of music to be ordered
- Work closely with Personnel Manager and Executive Director to communicate rehearsal and concert information
- Check in and out music that is being loaned/rented to other organizations
- Prepare concert expense report programs to ASCAP and BMI

CRITICAL KNOWLEDGE, SKILLS AND ABILITIES

- Willingness to embrace and adhere to RSO mission and vision
- Outstanding interpersonal and communication (oral and written) skills
- Maintain current understanding of and effectively utilize Microsoft Office
- Willingness to be a flexible and committed team-member with the RSO administrative and artistic staff
- Ability to organize and manage multiple projects simultaneously
- Must be available to work weekend concerts and rehearsals

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in music performance, theory, or history or a dual major in music and library sciences optimal. 1 to 3 years related experience; or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop and stretch; occasionally lift and carry up to 20 pounds.

If interested:

Please submit a letter of interest and a resume to:

Julie Thomas, Executive Director

Rockford Symphony Orchestra

711 N. Main Street

Rockford, IL 61103

Email: jthomas@rockfordsymphony.com