

BUFFALO PHILHARMONIC ORCHESTRA

ASSISTANT LIBRARIAN

The Buffalo Philharmonic is seeking qualified candidates for the position of Assistant Librarian. This is a full time staff position. 52 weeks with regular office hours as well as evening and weekend orchestra services. The Buffalo Philharmonic currently has a 37 week season.

REQUIREMENTS

Bachelors degree in music

Previous experience as orchestral librarian

Computer skills necessary (Microsoft products); knowledge of OPAS

Must have valid drivers license and vehicle

Must have attention to detail as well as excellent organizational skills

RESPONSIBILITIES

The Assistant Librarian works closely with the Principal Librarian in all aspects of the Music Library's operations and is responsible for preparation of all music performed by the Buffalo Philharmonic. This includes any preparation necessary (such as bowings, cuts, etc) as well as assembling concert folders. Additional responsibilities include entering concert data in OPAS; keeping accurate records of choral inventory, checking incoming music and returning rental materials. Assistant will also prepare audition materials and assist in supervision of volunteers and bow markers. Will assist Principal Librarian, Operations Director and Music Director in researching future repertoire and obtaining costs. Responsibilities will be discussed in greater detail with qualified candidates.

Please send resume to Patricia Kimball, Principal Librarian

Buffalo Philharmonic Orchestra

musiclib@bpo.org