

**TITLE:** CIVIC ORCHESTRA LIBRARIAN

**GENERAL SUMMARY:** *The Civic Orchestra Librarian is responsible for acquiring, preparing, and distributing performance materials for all orchestral events, auditions, and, as needed, chamber music activities; and for providing program listings, instrumentation requirements, and other information to the Civic Orchestra administration.*

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. **MUSIC ACQUISITION:** Arrange for the purchase or rental of materials to meet program needs while considering costs and maximum benefit to the organization; contact publishers and execute contracts when necessary; take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records; check all incoming and outgoing materials for condition and completeness; ensure prompt return of rented or borrowed materials and adherence to copyright laws.
2. **MUSIC PREPARATION:** Manage all aspects of professional level music preparation, including, but not limited to editing, proofreading, distribution, and marking string parts; work with conductors and soloists (when applicable) to prepare music according to their specific requirements; Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers, and take the necessary steps to prevent problems that could disrupt rehearsal events; ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score, the players' parts, and between instrument sections; assemble and arrange music in orchestra folders; provide parts sufficiently in advance to all musicians for pre-rehearsal practice, and, if necessary, to the concertmaster and other string principals for bowing.
3. **CONCERT/REHEARSAL DUTIES:** Arrive one hour prior to all orchestra events 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, if necessary; collect and store all materials at conclusion of service; maintain presence through the entire duration of primary rehearsals (first split rehearsal, first full rehearsal, first rehearsal of each piece) to provide support, and otherwise be before and after all events and during all breaks; 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.
4. **AUDITIONS:** Work with Manager to obtain repertoire from CSO coaches; compile audition book of orchestral excerpts for each instrument; make copies for applicants and distribute prior to auditions; create compilations of standard orchestra excerpts for each instrument.
5. **ORCHESTRA LIBRARY MAINTENANCE:** Maintain the orchestra's collection of scores and parts; update and maintain database of orchestra library holdings; maintain accurate inventory, ensure adequate security; maintain and augment chamber music collection; fill requests for orchestral excerpt copying for study and audition purposes; maintain database of music lending agreements for materials borrowed from the Civic library; maintain a current file of publisher catalogues; repair and maintain music and folders.
6. **ADMINISTRATIVE:** Provide program listings, instrumentation requirements, and other information to staff on request; prepare timing sheets for concerts; prepare annual library budgets, review and process all payments for music and supplies meeting all deadlines; during budgeting process provide projected expense figures for planned repertoire; assume role as contributing member of orchestra staff and respond to projects as needed.

7. **OTHER DUTIES AS ASSIGNED.**

**REPORTING RELATIONSHIPS:** The Orchestra Librarian reports directly to the Civic Orchestra Manager and will engage in primary contact with the Civic Coordinator—who serves as personnel manager of the orchestra; other contacts include: Civic Principal Conductor, part-time administrative employees, Civic Orchestra members, CSO coaches, and CSO librarians.

**SUPERVISES:** Assistant Civic Orchestra Librarian

**KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED:**

1. Significant experience as an orchestra librarian preferred.
2. Formal education in music; knowledge of orchestral repertoire and instrumentation.
3. Highly organized and able to handle multiple tasks simultaneously; attention to detail; ability to work quickly and efficiently under pressure and meet deadlines.
4. Excellent communication, professional, and motivational skills.
5. Computer proficiency including Microsoft Office and database applications; OMS application experience helpful, but not required.

**TO APPLY:** Please submit letter, resume, and salary history to:

Chicago Symphony Orchestra Association  
Human Resources Department  
220 S. Michigan Avenue  
Chicago, IL 60604-2508  
hr@csso.org  
Fax (312) 294-3838

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