

Ensemble Librarian Internships, Assistantships, and Fellowships List

Year-round Internships

Civic Orchestra of Chicago

Number of positions	1 position
Responsibilities	Acquiring and preparing the music, all of the responsibilities of a head orchestra librarian with the added bonus of having the CSO librarians as mentors, as well as having the CSO library as a resource.
Length	2-3 year fellowship
Remuneration	Paid stipend w/o additional benefits
Application details	The position is advertised on the MOLA website and the CSO website when available.
Contact details	Yoo-Jin Hong, Orchestra and Training Programs Manager, email: hongyj@csso.org

New World Symphony (Miami Beach, FL)

Number of positions	1 Fellowship per season
Responsibilities	Preparing music, performing concert duties, assisting with day-to-day library operations (bowings, customer service, photocopying, sorting music, fixing errata etc.).
Length	Annual fellowship (35/36 week season), renewable for up to 3 years
Remuneration	\$425/wk stipend, plus furnished studio apartment, utilities, and attendance at the annual MOLA conference
Application details	Written application, essay, interview, written exam, in person interview
Contact details	Martha Levine, Librarian 541 Lincoln Rd. Miami Beach, FL 33139 Phone: 800-597-3331 martha.levine@nws.edu

Young Musicians Foundation (Los Angeles, CA)

Number of positions	1 Orchestra Librarian/Asst. Orchestra Manager. The position is classified as an internship.
Responsibilities	Obtaining, preparing, and distributing music for all rehearsals and concerts, and for annual Debut Orchestra auditions and the Debut Conductor Search auditions; rehearsal and concert duties; maintaining the Foundation's music collection and catalogues; acting as Asst. Orchestra Manager when needed.
Length	Variable within 1-3 years
Remuneration	Nominal fee/honorarium
Application details	The position is advertised on the Young Musicians Foundation (YMF) website: http://www.ymf.org/programs/artist_management.php
Contact details	Eric Anderson, YMF Programs Director Email: eric@ymf.org Phone: 310-859-7668

Music Schools/Conservatories

Brigham Young University (Provo, UT)

Number of positions	4-6 student openings. Internship is possible in each area: choral (opera), orchestral, marching band (concert band), and jazz.
Responsibilities	General library responsibilities: cataloguing, taking inventory, preparing music, filling folders, delivering music, filing music, circulating music, etc.
Length	Time of hire to graduation
Remuneration	Paid student wages. Benefit of 2 free tickets to any School of Music concert, excluding guest artists .
Application details	Application Details Application through the Music Performance Library. Graduate students in music are given priority. Position is not advertised; internship offered based on what position is available. Must be a current full time student during internship.
Contact details	Judi Hoffman C-550 HFAC (Harris Fine Arts Center) Provo, Utah 84602 801-422-3171 performancelibrary@byu.edu

Indiana University – Bloomington

Number of positions	Approx. 7 part-time student assistants (maximum 20 hours per week) in the PED (Performing Ensembles Division)
Responsibilities	Checking out music to players and music; preparation/processing during library office hours.
Length	Academic year with a smaller number of positions available in the summer
Remuneration	The student positions are paid hourly and start at \$7.25/hour.
Application details	Positions are available only to enrolled IU students. The online application form is available at http://library.music.indiana.edu/ped/application/onlineapp.html
Contact details	Mariel Stauff – PED, Cook Music Library, Indiana University, 1201 East 3rd Street Bloomington, IN 47405 Phone: (812) 855-6240 Email: maj14@indiana.edu
PED Graduate Assistantship	This assistantship is meant for an admitted masters or doctoral candidate in any School of Music degree program (composition, conducting, instrumental performance, etc.). Upon recommendation from School of Music faculty, applications are reviewed and undergo an interview process with the PED supervisor and the director of the Cook Music Library. This renewable assistantship provides up to 21 credit hours per year (7 classes) and pays a small stipend in exchange for 15 hours of work per week in the IU ensemble library.

The Juilliard School (New York City)

Number of positions	Between 8 and 12 part-time student librarians
Responsibilities	Helping to check out music to players, distribute folders at rehearsals, work performances on occasion, and prepare/process music during the Ensemble Library office hours for all large ensembles, including two orchestras, chamber orchestra, repertoire classes, conducting class orchestra, two contemporary ensembles, and the occasional student or faculty recital.
Length	Academic year.
Remuneration	Hourly.
Application details	The positions are open only to enrolled Juilliard students and are advertised internally only.
Contact details	Contact Details Russ Girsberger Ensemble Library The Juilliard School 60 Lincoln Center Plaza New York, NY 10023 ph: 212-799-5000 ext 7142 fax: 866-766-6558 e-mail: rgirsberger@juilliard.edu

Northwestern University (Chicago, IL)

Number of positions	Undergraduates: 3 part-time work-study positions available; Graduate students: graduate assistantships available; Temporary employee positions (non-work-study): available particularly during the summer session.
Responsibilities	Assistant librarians help with part preparation and distribution, clerical duties, cataloging, and other assignments as needed. Grad assistants manage ensembles/courses or help with research and program note writing.
Length	Work-study positions may be renewed each year the student is enrolled in the university. Graduate assistantship is for one academic year.
Remuneration	Hourly; varies by position
Application details	Undergraduates may apply for federal work-study awards as part of their financial aid packages. (Job descriptions are on the NU work-study website.); Graduate students are assigned positions if eligible for financial aid; Temporary employees may inquire at the office for availability of positions.
Contact details	Katie Somero, Orchestra Office Northwestern University Bienen School of Music Pick-Staiger Concert Hall 50 Arts Circle Dr. Evanston, IL 60208-2420 Phone: 847-491-7303 k-somero@northwestern.edu

Oberlin College - Conservatory (Oberlin, OH)

Number of positions	5 - 8 part-time student librarians
Responsibilities	Music library duties for all university choruses, bands, orchestras, lab orchestras, instrumental rep. classes, conducting (music preparation & maintenance, catalogue new sets, distribute & collect parts/folders, process music requests, prepare audition material).
Length	Academic year
Remuneration	student work study positions starts at \$7.30/hour
Application details	Personal interview; available positions are not advertised
Contact details	Michael Roest Ensembles Manager & Librarian Oberlin Conservatory 77 W. College St., Central Rm. 26 Oberlin, OH 44074-1588 Ph: 440-775-8439 Fax: 440-775-8942 E-mail: Michael.Roest@oberlin.edu

Peabody Conservatory (Baltimore, MD)

Number of positions	School year: 8-10 student part markers Summer: 1-2 students
Responsibilities	Marking parts, 5-15 hours weekly (school year)
Length	2-4 years
Remuneration	Paid
Application details	Jobs "advertised" via summer mailings (part of student welcoming packages), and various Peabody publications dealing with student employment opportunities.
Contact details	Contact Details Melina Gajger, Orchestra Manager, mima@peabody.jhu.edu

Royal College of Music – London

Number of positions	Variable - Occasional internships for students in library/information programs as part of courses in general librarianship and for librarians seeking conservatoire library experience; also, occasional students enrolled in "work experience" programs.
Responsibilities	Not specified – dependent on skills and previous experience.
Length	Variable, by negotiation
Remuneration	None
Application details	Apply to Chief Librarian
Contact details	Chief Librarian, phone: 020 7591 4323, e-mail: pthompson@rcm.ac.uk

University of Southern California (Los Angeles, CA)

Number of positions	Not specified
Responsibilities	Assisting Head Large Ensembles Librarian with orchestra, chamber orchestra, wind ensemble, and repertoire classes.
Length	School year
Remuneration	Paid
Application details	Must be USC student with work-study in scholarship, see Head Large Ensembles Librarian at beginning of fall term.
Contact details	USC – Thornton School of Music http://www.usc.edu/schools/music/index.html

University of Texas – Austin

Number of positions	Not specified
Responsibilities	Not specified
Length	Library is allotted 10 hours of work study help per week.
Remuneration	Paid
Application details	Must have Federal Work Study
Contact details	http://www.music.utexas.edu/