



KANSAS CITY SYMPHONY

Music Librarian Kansas City Symphony March 26, 2012

Dear Applicant:

Thank you for your interest in the Kansas City Symphony Music Librarian auditions. The audition will take place entirely on Monday, March 26, 2012 in Founder's Hall at Grace and Holy Trinity Cathedral in Kansas City, MO. Semifinal and final rounds of interviews will be conducted the same day.

TO BE CONSIDERED FOR THIS AUDITION, applicants must submit a short résumé detailing training and experience and listing references. In addition, a short sample of your handwritten music manuscript (non-computer) and a \$100 refundable deposit are required. Your deposit check will be returned to you at the audition or if a cancellation is made prior to the audition. If a deposit is not received, we may not reserve a spot for you at the audition. Please send all materials so they are received or postmarked by Monday March 5.

THE KANSAS CITY SYMPHONY'S MUSIC LIBRARY employs two librarians: Principal Music Librarian (Elena Lence Talley) and a Music Librarian (the position being advertised). Both positions are musician positions under the current version of the Kansas City Symphony Collective Bargaining Agreement.

THIS VACANCY FOR MUSIC LIBRARIAN IS TENURE TRACK. It is expected that the winner of this audition will be able to begin employment with the Kansas City Symphony in August for preparation of the beginning of the 2012/13 season.

COMPENSATION:

Minimum Salary for the 2012/13 season shall be \$48,498.

THE AUDITION will be held at Grace and Holy Trinity Cathedral in downtown Kansas City, MO. Grace and Holy is located at the corner of 13th Street and Broadway in the Central Business District of KC, MO not far from the Symphony's home at the Kauffman Center for the Performing Arts, major hotels, the convention center, the Sprint Center, and the Kansas City Power and Light District. If you are driving, you may park anywhere in the church parking lot. Upon arriving at Grace and Holy, make your way to Founders' Hall, on the east side of the church. You may enter through the grassy courtyard just off the parking lot. You will check in and have a seat for the preliminary round (written test portion) of this audition.

YOU MAY CHECK IN any time after 8:30 AM on the morning of Monday, March 26th. The preliminary round written test will begin at 9:00 AM and you will have two (2) hours to complete the exam. After turning in your test, you are free for lunch. Please return to Founder's Hall at 1:00 where announcements will be made regarding which candidates have been advanced to the semi-final interview round. Finalists from that interview will be advanced to a final interview round. The audition will be completed that day. All interviews will be conducted at Grace and Holy. No electronic devices will be allowed for use during the written test. This includes all cell phones and smart phones (Blackberries, iPhones, PDAs), as well as portable music players.

ALSO IN THIS DOCUMENT YOU WILL FIND:

- the Music Librarian Job Description
- a map of downtown Kansas City, showing the location of Grace and Holy Cathedral
- a list of hotels in the area of the audition
- a list of transportation options from the airport

PLEASE NOTE: The Kansas City Symphony only hires individuals eligible for immediate employment by more than one employer in the United States, and, generally, the Symphony does not provide sponsorship for employment. The winning candidate will be required to present proof of his/her legal eligibility to work in the United States.

We appreciate your interest in the Kansas City Symphony. Please address all correspondence to:

Matt Henderson, Asst. Personnel Manager
Kansas City Symphony
1703 Wyandotte St., Suite 200
Kansas City, MO 64108
(816) 218-2622 (office)
(816) 329-1822 (fax)
mhenderson@kcsymphony.org

Kansas City Symphony Job Description

POSITION: Music Librarian

SUMMARY

The Music Librarian works in conjunction with and under the guidance of the Principal Music Librarian to prepare all music for rehearsals and performances of the Kansas City Symphony. Responsibilities include operational coordination with key staff to ensure the success of Kansas City Symphony performances and events.

DUTIES AND RESPONSIBILITIES as assigned by the Principal Music Librarian, include, but are not limited to, the following:

- Acquiring and preparing music for performances
- Proofreading, editing, marking bowing
- Overseeing library duties at rehearsals and concerts, including work after hours and on weekends
- Working with conducting staff, symphony chorus, office staff and orchestra members
- Conducting research
- Helping to monitor expenses and maintaining budgets
- Accommodating special requirements for music preparation

QUALIFICATIONS

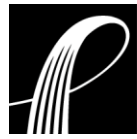
Bachelor's degree from four-year college or university with knowledge of music theory, music history, orchestral literature and performance practices required. Experience as a music librarian with a professional orchestra is preferred. Skills required include attention to detail, ability to work independently and follow directions, and efficient provision of services within the performance environment. It is desirable that the winning candidate be familiar with the standard Windows software, OPAS, and music engraving software. He/She will have outstanding organizational, communication and writing skills, ability to multi-task, and ability to work effectively with orchestra members and the administrative team.

PROFILE

The ideal candidate will bring maturity, flexibility and strong organizational skills to the position as well as considerable knowledge of orchestra repertoire. He/She will enjoy working as part of a team, will be comfortable with multiple tasks and, with experience, will anticipate requirements. He/She will be poised, will welcome feedback and will demonstrate a service-oriented approach to the job.

PHYSICAL REQUIREMENTS

While generally functioning in a standard office environment, this position will require the ability to lift 50 pounds and to carry such items up and down stairs.



KANSAS CITY SYMPHONY

HOTEL INFORMATION

The following downtown hotels are suggestions as they are all within walking distance of the Lyric Theatre. Due to a national convention running concurrently nearby, rates may vary according to availability and date of booking.

1. Holiday Inn Kansas City Downtown – Aladdin, 1215 Wyandotte St, (816) 421-8888

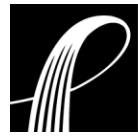
Single Rate: \$89. You must mention the Kansas City Candidate Rate when booking or click the link that has the rate code already entered. This registered historic building is a 2007 winner of the Holiday Inn Renovation of the Year which offers the most convenient downtown location in Kansas City, MO. This hotel provides easy access to the convention, business, financial and entertainment districts of Kansas City and includes a 24-hour Business Center, fitness center and complementary high-speed Internet access. This beautifully restored Art Deco hotel features a hip design and vintage style as well as upscale amenities. On-site restaurants include the Zebra Room Restaurant and Martini Loft Lounge. You may make this reservation online by clicking on the following link: [Click Here for the Kansas City Symphony Special Rate](#)

2. Kansas City Marriott Downtown, 200 W 12th St., (816) 421-6800.

Single Rate: \$92. The Marriott is located at 12th and Wyandotte, 4 blocks from the Kauffman Center for the Performing Arts. They have reserved a block of rooms at this rate under “KC Symphony.” You must identify yourself as being a part of that group when you make your reservations to take advantage of this rate. Special amenities include high-speed wireless internet and access to a full service health club. You may make this reservation online by going directly to the following website: [Marriott Reservations](#)

3. Hotel Phillips, 106 W. 12th St, (816) 221-7000, www.hotelphillips.com

Single Rate: \$99. You must mention the Kansas City Symphony Audition Rate to receive this price when making reservations over the phone. You may also visit www.hotelphillips.com, then click on “Special Rates” and then “corp/promo code” and enter KCSYMPHONY to receive this rate. The Hotel Phillips is a historic art-deco hotel, recently renovated and with luxury accommodations. They boast luxurious mattresses and bedding, your choice of down or synthetic pillows, high-speed internet access, two fine restaurants, and 24-hour room service.



KANSAS CITY SYMPHONY

TRANSPORTATION INFORMATION

KANSAS CITY INTERNATIONAL AIRPORT CODE IS MCI

www.flykci.com

Shuttle service:

KCI Airport Express, 913-722-2789.

\$26.50 + gratuity from airport to downtown hotels.

Super Shuttle, 816-243-5000.

Approximately \$19 one-way + gratuity from airport to most downtown hotels.

Personal/Direct Service:

Yellow Cab, 816-471-5000

\$45-50 + gratuity for most downtown hotels. Fares are \$2.50 +\$2.10/mile

Kansas City Area Transportation Authority (KCATA) (816)221-0660. www.kcata.org

Call for bus schedules and routes.

Rental Car Companies Operating out of MCI:

Alamo	(816) 464-5151
Avis	(816) 243-5760
Budget	(816) 243-5757
Dollar	(800) 800-4000
Enterprise	(816) 464-2500
Fox	(816) 464-2100
Hertz	(816) 243-5765
National	(816) 243-5770
Payless	(816) 464-2100
Thrifty	(816) 464-5670

DOWNTOWN KANSAS CITY, MO

