



KITCHENER-WATERLOO SYMPHONY

EDWIN OUTWATER • MUSIC DIRECTOR

JOB TITLE: ORCHESTRA LIBRARIAN

REPORTING STRUCTURE: The Orchestra Librarian reports to the Director of Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES

An orchestra's music librarian is responsible for the purchase, rental and preparation of scores and parts for all performances. Works with the music director and conductors in selecting performing editions and in marking bowing, cuts or other editing, then distributes parts to musicians. Maintains library of music holdings, records repertoire performance data, and assesses long-range acquisition needs.

DESCRIPTION OF DUTIES

Music Procurement

- Arrange for the purchase or rental of materials to meet program needs for the orchestra.
- Take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records.
- Check all incoming and outgoing performance materials for condition and completeness.
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws.

Music Preparation

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
- Work with conductors and soloists 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. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
- Ensure that there are enough parts; provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice.
- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts.
- Assemble and arrange music in orchestra folders.

Concert/Rehearsal Duties

- For the rehearsals and concerts as assigned, arrive one hour early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternative. Collect and store all music at the conclusion of the final service.

- Assist Music Director and musicians with needs related to printed music.
- Follow-up with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.

Orchestra Library Maintenance

- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
- Catalogue and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security.
- Track all items borrowed from the library, i.e., individual parts, scores, reference materials; ensure their timely return.

Administrative

- Provide program listings, instrumentation requirements, and other information to staff on request; proofread program book.
- Check timings for programmed works in OPAS to ensure accuracy.
- Maintain accurate orchestra performance records.
- Prepare annual library budget.
- Review and process all payments for music and supplies.
- Report to all appropriate performance licensing organizations (eg. SOCAN) all music performed on all concert series; pay annual fees as required.
- During budgeting process, provide projected expense figures for planned repertoire.

Other

- Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.
- Report music lost or damaged to the Director of Operations.
- Prepare music for all auditions.
- Assist artistic staff in obtaining needed scores and preparing music to be performed.

REQUIREMENTS:

Position requires degree in music and/or training in library procedures, thorough knowledge of orchestral repertoire and score markings. In addition, preference will be given to those candidates with familiarity with music publishing, licensing and copyright law, and OPAS (Orchestra Planning and Administration System) database.

Please send resume and cover letter to the attention of Amy Higgins, Executive Assistant, ahiggins@kwsymphony.on.ca. 36 King St. West, Kitchener, ON N2G 1A3. Position open until filled.

About the Kitchener-Waterloo Symphony: Founded in 1945, the Kitchener-Waterloo Symphony is committed to performing at the highest international level, inspiring young people to actively engage in music, to presenting music in new and relevant ways, and to redefining what an orchestra is today. With 75 concerts each season, 52 professional musicians and a nationally recognized Youth Orchestra program, the KWS plays a vital role in presenting great music to diverse audiences across the region and beyond.