

**NATIONAL ARTS CENTRE ORCHESTRA (OTTAWA)
PINCHAS ZUKERMAN, MUSIC DIRECTOR,
JACK EVERLY, PRINCIPAL POPS CONDUCTOR
announces an opening effective August 30, 2010**

PRINCIPAL MUSIC LIBRARIAN

49 WEEKS PER YEAR (minimum weekly fee CAD\$1,756.90)

The National Arts Centre Orchestra (Canada's national orchestra located in Ottawa) requires a Principal Music Librarian to oversee the smooth functioning of its orchestral music library.

The National Arts Centre Orchestra is an internationally acclaimed ensemble of 46 full-time musicians, which performs an annual season of concerts, opera, ballet, recordings, national and international tours. In addition to the standard repertoire, the NAC Orchestra performs a pops series and has an active programme of commissioning new works.

Principal Music Librarian

Reporting to the Manager of Artistic Planning, the Principal Librarian ensures that professionally-prepared performance materials are available for musicians and conductors of the NAC Orchestra within budgetary limits and in a timely manner.

Key areas of responsibility include:

- the timely research, acquisition, preparation, organization and distribution of all orchestral and choral music for all Orchestra rehearsals, performances, recordings, auditions, and tours;
- budgeting and cost control for music; liaising with and advising of the Music Director, guest conductors and NAC staff;
- establishing and implementing orchestra library systems, policies and procedures; cataloguing, maintenance and repair of all NAC Orchestra music holdings;
- tracking and reporting of repertoire and performance history data and managing library information systems;
- advising the corporation on matters of copyright compliance and licensing; and
- supervising the work of the Assistant Librarian.

The successful candidate will have a minimum of five years professional experience as an orchestral librarian, an extensive knowledge of orchestral repertoire and music publishers, the ability to read scores and copy and transpose parts, and excellent communication and priority management skills. Knowledge of computer data base applications, as well as the Orchestral Planning and Administrative System (OPAS) programme is highly desirable.

Highly qualified candidates should apply in writing by **April 8, 2010**, providing a résumé of relevant experience to Marie Caron, Human Resources Department, National Arts Centre, P.O. Box 1534, Station B, Ottawa, Ontario, K1P 5W1. Fax: 613-943-1402. E-mail: mcaron@nac-cna.ca

Please note that preference will be given to Canadian citizens. Applications made by persons who are not Canadian citizens are accepted; however, if there are sufficient qualified applicants who are Canadian citizens, the selection will be confined to those applicants.

NAC Orchestra principal librarian Margo Hodgson and assistant librarian Greg Hodgson have announced their retirement as of the end of the 2009/2010 season.