



The Naples Philharmonic Orchestra
5833 Pelican Bay Boulevard
Naples, FL 34108-2740

Position: Co-Principal Librarian
Reports to: Orchestra General Manager

General Information:

Co-Manage all aspects of the music library for the Naples Philharmonic Orchestra (NPO) and the Philharmonic Youth Orchestra (PYO) and oversees provision of music for the Philharmonic Center Chorale (PCC) and Youth Chorale (PYC).

Essential Duties & Responsibilities: (other duties may be assigned)

Co-Manage all aspects of music preparation including editing, marking parts, proofreading and distribution.

Assemble and arrange music in orchestra folders.

Responsible for obtaining, preparing and distributing music for all Pops programs (Primary pops series of four separate programs; Holiday Pops, Patriotic Pops).

Responsible for special programs with the orchestra such as Mancini, Three Phantoms, Pink Floyd, etc. and for music for two Family programs.

Responsibilities for choral music for adult chorale, youth chorale and music for the youth orchestra will be divided between the co-principal librarians.

Works closely with conductors, personnel manager, events coordinator, production manager and musicians, assists in supervising part time librarian and volunteers.

Helps with preparation of printed programs; assists with cataloging and filing of orchestra, chamber, chorale and audio libraries, library database using Access software and sharing library duties at rehearsals and concerts. Chamber music preparation will be shared by librarians.

Responsible for creating budgets for music and supplies for assigned events.

Distribute and collect music at rehearsals and concerts.

Observe safety requirements. Reports safety issues and items requiring work orders to Supervisor or Security.

Work effectively with all PCA employees

Qualifications:

Bachelor's degree in music

Minimum of three years experience as an orchestra librarian

Knowledge of bowing, editing, instrument transpositions, hand or computer manuscript (Finale or Sibelius), photocopying, binding and repair of music

Computer skills needed in database management, knowledge of Microsoft Word and Outlook, general knowledge of copyright laws, foreign languages (as used in music) publishers and rental agencies

Strong organizational skills, close attention to detail, the ability to work neatly and efficiently, work independently and as part of team, as well as ability to prioritize and adhere to deadlines

Knowledge of music theory, history and terminology, and orchestral repertoire are necessary

Excellent interpersonal skills and flexibility are essential

Compensation: We offer competitive pay and outstanding benefits package.

Application: For immediate consideration, apply on-line to www.thephil.org/employment.html (please attach a resume). We are a drug-free workplace and conduct background checks.