

**Orchestra Librarian:** The library positions are part of a six-member librarian team, with individuals assigned to specific large ensembles. Librarians are responsible for preparing, distributing and collecting music as necessary for all rehearsals and concerts of specific ensembles. The Librarian(s) must work closely and effectively with guest artists, faculty, students, and staff. At the discretion of the Head Librarian, individual Librarians will work with publishers to insure that music materials are complete, fully prepared and appropriately accessible to the ensemble members and conductor.

**Duties include:** coordinating marking of string bowings, numbering measures, inserting cuts, dynamics, etc., as indicated by the conductor and principals; preparing practice parts; preparing orchestra folders; distributing folders 30 minutes prior to rehearsals and concerts; attending all rehearsals/concerts; resetting folders during stage changes; and working closely with the Head Librarian and Orchestra Managers in the distribution and collection of materials. Some evenings and weekends are required.

**Qualifications:** Minimum of 2 years music library experience required; knowledge of classical music and opera, ability to read music, excellent written and verbal communication skills, and knowledge of computers (Microsoft products) are essential. Candidate must have experience in independent work and must be independently motivated; a sense of humor is a must. The Orchestra Librarian(s) must also be able to climb ladders (to access music) and to lift and distribute heavy boxes of music. S/he must also have a valid driver's license and should have access to a vehicle during summer 2010.

**Application procedure:** Please submit cover letter and resume with attention to Melissa Rogers, Head Librarian, via the Aspen Music Festival and School employment website at: <http://aspenmusic.hrmdirect.com/employment/index.php>.

No Phone Calls Please

**Compensation:** Stipend plus housing.

**Duration:** June 21-August 24, 2010