

# Professional Ensemble Librarian Internship List: Summer 2012

## Summer Music Festivals



### **Orchestra Librarian (2012)**

**Department:** Operations

**Office:** Aspen - Seasonal

**Location:** Aspen, CO

Description:

#### **Aspen Music Festival and School - Orchestral 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 access to a vehicle during summer 2012.

**Compensation:** Stipend plus housing

**Duration:** June 11-August 22, 2012

**Application procedure:** Please complete the online application process and attach your cover letter and resume (with references) where prompted. PDF format preferred. No phone calls please.

**Application Deadline: February 15, 2012**

## **APPLICATION INSTRUCTIONS**

Please complete the online application process below and attach a resume with references as well as cover letter for each position to which you are applying. Should the position you are applying for require a writing sample please be sure it is clearly labeled in your upload. All attachments should be in MSWord or PDF format. Thank you for your interest in the Aspen Music Festival and School!

Click on the link below to send in your application on-line:

<http://aspenmusic.hrmdirect.com/employment/view.php?req=80244&>

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## **National Repertory Orchestra**

### **Job Title: MUSIC LIBRARY INTERN**

**Duties and Responsibilities:** Serves as Music Library Intern for the National Repertory Orchestra. Works directly with the Music Librarian, Assistant Music Librarian, Music Director, and guest conductors. Performs duties at the request of Music Librarian and Assistant Music Librarian which include, but are not limited to, the following: receiving and inventory of new acquisitions and rental music, providing music to string principals and/or conductors for bowing, distributing and collecting music at all services, checking-out music and folders to musicians, determining orchestration needs, timings and movement titles, marking and bowing parts, accurately maintaining library catalog, photocopying practice and extra parts, creating page turn inserts, repairing music, proofreading program pages, inventorying all library and trade holdings. Often serves as principal librarian for chamber orchestra concerts. Sometimes serves as assistant librarian for full orchestra concerts. May supervise work assignments for Library Fellows as directed by Music Librarian and/or Assistant Music Librarian. Assist with end-of-season breakdown and storage of all music and equipment.

**Dress:** During day, clean and professional "office casual" attire is appropriate. Concert duty dress is all black or black-white combination. For safety reasons, open-toed and/or very high-heeled shoes are discouraged in all library work situations.

**Reporting Relationship:** Reports to Music Librarian. Accepts assignments from Music Librarian, Assistant Music Librarian, Music Director, guest conductors and NRO Administration.

**Requirements:** Must be present in Breckenridge, CO June 3 - August 7, 2011. The ability to read music is required. Previous music library experience is desirable but not required. The music library intern must be even-tempered, able to work well under pressure, capable of multi-tasking, willing to take directions and requests from many people, and able to prioritize tasks, especially during rush periods all while maintaining a positive attitude and working well as a team member. The job requires also requires some manual labor on a regular basis: lifting boxes of music weighting up to 40 lbs, climbing stairs, and acquiring music from overhead shelves.

**Benefits Offered:** resort housing, weekly food stipend, college credit negotiable

**Deadline: February 18 (2012) or until filled**

**Application Procedure:** Please send cover letter, resume, and references via email to [library@nromusic.com](mailto:library@nromusic.com)

