

Professional Ensemble Librarian Internship List

Year-round and Music School/Conservatory Opportunities

Year-round Internships

Civic Orchestra of Chicago

Number of positions	1 position
Responsibilities	Acquiring and preparing the music, all of the responsibilities of a head orchestra librarian with the added bonus of having the CSO librarians as mentors, as well as having the CSO library as a resource.
Length	2-3 year fellowship
Remuneration	Paid stipend w/o additional benefits
Application Details	The position is advertised on the MOLA website and the CSO website when available.
Contact Details	Justin Brown Orchestra Manager brownj@csso.org

New World Symphony (Miami Beach, FL)

Number of positions	1 Fellowship per season
Responsibilities	Preparing music, performing concert duties, assisting with day-to-day library operations (bowings, customer service, photocopying, sorting music, fixing errata etc.).
Length	Annual fellowship (35/36 week season), renewable for up to 3 years.
Remuneration	\$425/wk stipend, plus furnished studio apartment, utilities, and attendance at the annual MOLA conference.
Application Details	Written application, essay, interview, written exam, in-person interview.
Contact Details	Martha Levine, Librarian 541 Lincoln Rd. Miami Beach, FL 33139 800-597-3331 martha.levine@nws.edu

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Young Musicians Foundation (Los Angeles, CA)

Number of positions	1 Orchestra Librarian/Asst. Orchestra Manager. The position is classified as an internship.
Responsibilities	Obtaining, preparing, and distributing music for all rehearsals and concerts, and for annual Debut Orchestra auditions and the Debut Conductor Search auditions. Rehearsal and concert duties. Maintaining the Foundation's music collection and catalogues. Acting as Asst. Orchestra Manager when needed.
Length	Variable within 1-3 years
Remuneration	Nominal fee/honorarium
Application Details	The position is advertised on the Young Musicians Foundation (YMF) website: http://www.ymf.org/programs/artist_management.php
Contact Details	Eric Anderson, YMF Programs Director Email: eric@ymf.org Phone: 310-859-7668

Music Schools/Conservatories

Brigham Young University (Provo, UT)

Number of positions	4-6 student openings. Internship is possible in each area: choral (opera), orchestral, marching band (concert band), and jazz.
Responsibilities	General library responsibilities: cataloguing, taking inventory, preparing music, filling folders, delivering music, filing music, circulating music, etc.
Length	Time of hire to graduation
Remuneration	Paid student wages. Benefit of 2 free tickets to any School of Music concert, excluding guest artists .
Application Details	Application through the Music Performance Library. Graduate students in music are given priority. Position is not advertised; internship offered based on what position is available. Must be a current full time student during internship.
Contact Details	Judi Hoffman C-550 HFAC (Harris Fine Arts Center) Provo, Utah 84602 801-422-3171 performancelibrary@byu.edu

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Colburn School (Los Angeles, CA)

Number of positions	2 part-time assistants
Responsibilities	Basic music preparation under the supervision of the Orchestra Librarian/Manager
Length	Academic year
Remuneration	Hourly
Application Details	Contact Mark Fabulich mfabulich@colburnschool.edu

Curtis Institute of Music (Philadelphia, PA)

Number of positions	1 Assistant Librarian/Asst. Orchestra Manager
Responsibilities	Part-time assistant to the Orchestra Manager. Basic music preparation and library duties. Managerial tasks as needed such as rehearsal set-up, tear down, on-site personnel asst.
Length	August through May
Remuneration	Hourly
Application Details	Contact Tim Ressler 215-893-5277 Tim.ressler@curtis.edu

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Indiana University – Bloomington

Number of positions	Approx. 7 part-time student assistants (maximum 20 hours per week) in the PED (Performing Ensembles Division)
Responsibilities	Checking out music to players and music preparation/processing during library office hours.
Length	Academic year
Remuneration	The student work study positions are paid hourly and start at \$6/hour.
Application Details	The positions are open only to enrolled IU students.
Contact Details	ped@indiana.edu
PED Graduate Assistantship	This assistantship is meant for an admitted masters or doctoral candidate in any School of Music degree program (composition, conducting, instrumental performance, etc.). Upon recommendation from School of Music faculty, applications are reviewed and undergo an interview process with the PED supervisor and the director of the Cook Music Library. This renewable assistantship provides up to 21 credit hours per year (7 classes) and pays a small stipend in exchange for 15 hours of work per week in the IU ensemble library.

The Juilliard School (New York City)

Number of positions	Between 8 and 12 part-time student librarians
Responsibilities	Helping to check out music to players, distribute folders at rehearsals, work performances on occasion, and prepare/process music during the Ensemble Library office hours for all large ensembles, including two orchestras, chamber orchestra, repertoire classes, conducting class orchestra, two contemporary ensembles, and the occasional student or faculty recital.
Length	Academic year.
Remuneration	Hourly.
Application Details	The positions are open only to enrolled Juilliard students and are advertised internally only.
Contact Details	Russ Girsberger Ensemble Library The Juilliard School 60 Lincoln Center Plaza New York, NY 10023 ph: 212-799-5000 ext 7142 fax: 866-766-6558 e-mail: rgirsberger@juilliard.edu

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New England Conservatory (Boston, MA)

Number of positions	NEC has 6 large ensembles with one student ensemble librarian in charge of each. One Graduate Assistant position. Occasionally hire hourly copyists or "bowers."
Responsibilities	Ensemble librarians are in charge of setting the folders out for their group's rehearsals, and additionally, can sign up for office hours and do copy projects and other library tasks. The Graduate Assistant's duties are still being established. The aim is to share concert duties with the Head Librarian and eventually take on all the responsibility for one of the ensembles as a learning experience (ordering, preparing, distributing, collecting, returning, etc.).
Length	Ensemble librarians are hired annually, with renewal possible. Grad assistant job is either 1 or 2 years, depending on the student.
Remuneration	Hourly, through the Federal Work Study program
Application Details	The library advertises through the financial aid office. Interested students are screened based upon recommendations from current workers and other colleagues. A more formal interview process is being developed for the graduate position.
Contact Details	Melissa Steinberg Performance Library New England Conservatory 290 Huntington Avenue Boston, MA 02115 p: 617-585-1258

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Northwestern University (Chicago, IL)

Number of positions	<p>Undergraduates: part-time work study part of their financial aid packages.</p> <p>Graduate (MM and DM) orchestral conducting students: assigned library/ ensemble manager positions as part of Graduate Assistantships. Generally 5 or 6 graduate assistants per year</p> <p>Temporary employee positions (non-work-study): available to both undergraduates and graduate students, particularly during the summer months.</p>		
Responsibilities	<p>Assistant Librarians help with part preparation and distribution, excerpt requests, clerical duties, cataloging new acquisitions, preparation of rentals from our library to outside organizations (i.e. community orchestras, schools, etc.), and other assignments as needed.</p> <p>Grad Assistants are assigned to either manage ensembles/courses or to roles as research assistants/program note writers. Managers assist with part preparation and distribution as well as attendance, scheduling, and stage set/strike. Research Assistants help to track down hard-to-find scores and recordings and other projects as needed.</p>		
Length	<p>Work-Study positions may be renewed each year the student is enrolled in the university. Graduate Assistantship is for one academic year</p>		
Remuneration	<p>Work-Study pay is slightly above minimum wage with opportunity for merit-based increases. Temporary wages are based upon the type of work performed. GA's receive a stipend as part of their financial aid package.</p>		
Application Details	<p>Undergraduates may apply for Federal Work-Study positions as part of their financial aid packages. University application forms are required for work-study and temporary positions. Completion of simple tests is part of the interview process (i.e. must demonstrate good handwriting skills and attention to detail) for assistant librarian openings. Job descriptions are on the Work-Study website, and an announcement of available positions is made at orchestra rehearsals. Graduate conducting students are assigned positions if eligible for financial aid.</p>		
Contact Details	<table border="0"> <tr> <td data-bbox="545 1732 893 1873"> <p>Katie Somero Northwestern University Phone: 847-491-7303 Fax: 847-467-1831</p> </td> <td data-bbox="893 1732 1393 1873"> <p>Orchestra Office 50 Arts Circle Dr. Evanston, IL 60208-2420</p> </td> </tr> </table>	<p>Katie Somero Northwestern University Phone: 847-491-7303 Fax: 847-467-1831</p>	<p>Orchestra Office 50 Arts Circle Dr. Evanston, IL 60208-2420</p>
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Oberlin College - Conservatory (Oberlin, OH)

Number of positions	Varies
Responsibilities	Music library duties for all university choruses, bands, orchestras, lab orchestras, instrumental rep. classes, conducting (music preparation & maintenance, catalogue new sets, distribute & collect parts/folders, process music requests, prepare in-house audition packets).
Length	Varies
Remuneration	Paid
Application Details	Personal interview; position "advertised" through announcements at rehearsals, faculty recommendations, web-site classified ads.
Contact Details	Chris Haff Paluck Ensembles Manager & Librarian Oberlin Conservatory 77 W. College St., Central Rm. 26 Oberlin, OH 44074-1588 Ph: 440-775-8439 Fax: 440-775-8942 E-mail: chris.haff@oberlin.edu

Peabody Conservatory (Baltimore, MD)

Number of positions	School year: 8-10 student part markers Summer: 1-2 students
Responsibilities	Marking parts, 5-15 hours weekly (school year)
Length	2-4 years
Remuneration	Paid
Application Details	Jobs "advertised" via summer mailings (part of student welcoming packages), and various Peabody publications dealing with student employment opportunities.
Contact Details	Melina Gajger, Orchestra Manager, mima@peabody.jhu.edu

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Royal College of Music - London

Number of positions	Variable - Occasional internships for students in library/information programs as part of courses in general librarianship; also, occasional students enrolled in "work-experience" programs.
Responsibilities	Not specified
Length	Internships – 2 weeks; work-experience – 1 term/semester
Remuneration	none
Application Details	Not specified
Contact Details	Chief Librarian, phone: 020 7591 4323

University of Southern California (Los Angeles, CA)

Number of positions	Not specified
Responsibilities	Assisting Head Large Ensembles Librarian with orchestra, chamber orchestra, wind ensemble, and repertoire classes.
Length	School year
Remuneration	Paid
Application Details	Must be USC student with work-study in scholarship, see Head Large Ensembles Librarian at beginning of fall term.
Contact Details	USC – Thornton School of Music http://www.usc.edu/schools/music/index.html

University of Texas – Austin

Number of positions	Not specified
Responsibilities	Not specified
Length	Library is allotted 10 hours of work study help per week
Remuneration	Paid
Application Details	Must have Federal Work Study
Contact Details	http://www.music.utexas.edu/ - anthonysuter@mail.utexas.edu