

Professional Ensemble Librarian Internship List

Year-round and Music School/Conservatory Opportunities

Year-round Internships

Civic Orchestra of Chicago

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| 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)

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| 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)

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| 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)

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| 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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Indiana University – Bloomington

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| 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)

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| 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)

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| 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)

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| 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)

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| 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)

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|---------------------|---|
| 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

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|---------------------|---|
| 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)

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|---------------------|---|
| 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

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|---------------------|--|
| 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 |