



Position Summary:

The Music Librarian is responsible for administering the operations of the library in order to provide conductors, musicians, and artistic staff with performance-ready music. This includes procuring, preparing, and distributing scores and parts for all Symphony San Jose activities, including rehearsals, performances, education/community engagement services, and auditions. The Music Librarian collects music following each performance, prepares and returns rental music, catalogues Symphony-owned music, and provides overall maintenance of the library.

Responsibilities:

Music Preparation Duties

- ❑ Work with Executive Artistic Director and guest conductors to identify music required for Symphony performances (verifying editions, keys, etc.)
- ❑ Research to confirm availability, cost, and instrumentation
- ❑ Procure music, receive music deliveries, and verify inventory; notify Operations Director and Executive Artistic Director of any instrumentation or doubling changes
- ❑ Coordinate bowings with the concertmaster and string principals; manage bowing calendar
- ❑ Prepare parts: transfer bowings, mark cuts, add rehearsal numbers, fix page turns, proofread and correct errata in music, and similar music preparation and repair
- ❑ Photocopy, scan, and bind music, ensuring that all parts are easily legible; when necessary, create new parts using standard music notation software
- ❑ Assemble concert folders and digital files; prepare practice copies for strings; distribute parts electronically and inform orchestra when folders are ready for sign out

Rehearsal/Concert Duties

- ❑ Attend Symphony rehearsals and performances
- ❑ Transport all music to the rehearsal/concert venue
- ❑ Assist with any last-minute music changes or problems
- ❑ Clear stage of all music following each rehearsal and/or performance as needed
- ❑ Consult with conductor and string principals following non-dress rehearsals for possible bowing changes, mistakes, or problematic page turns; amend parts as needed
- ❑ Place conductor's scores on the podium prior to each half during performances

Post-Performance Duties

- ❑ Collect all music and inventory parts
- ❑ Erase all markings other than bowings on rentals; package and return to publisher
- ❑ Catalogue and returned owned music to the library

Audition/Chamber Ensemble Duties

- ❑ Create audition packets for candidates and audition committee members
- ❑ Upon request, assist musicians in procuring music and assembling ensemble books for education and community engagement services

Office Duties

- ❑ Maintain music library and performance history database
- ❑ Catalogue Symphony archival recordings
- ❑ Assist with creating the music budget; process invoices for payment; monitor for variances
- ❑ Keep an inventory of needed library supplies
- ❑ Other duties as assigned

Qualifications:

- ❑ Formal training in music performance, composition, conducting, or education
- ❑ Prior music library experience preferred
- ❑ Excellent problem solving and organizational skills; an acute attention to detail
- ❑ Ability to interact effectively with conductors, musicians, and staff
- ❑ Proficiency with Microsoft Office, Adobe, and music publishing software
- ❑ Ability to lift 35lbs unassisted
- ❑ Must be able to attend rehearsals and concerts, including evenings and weekends

Job Details:

Reports to: Executive Artistic Director
Supports: Operations Director, Guest Conductors, Symphony Musicians
Supervises: Library Interns
Status: Part-time, non-exempt; hours vary by need (approximately 15-20hrs/wk)
Salary: \$30.00 / hr
Location: On-site (music library located downtown San Jose; rehearsals and performances held at the California Theatre); some remote work allowed (e.g. bowings)

To apply:

Please send resume to jobs@symphonysanjose.org, indicating “Music Librarian” in the subject line.

About Symphony San Jose:

We are an orchestra comprised of creative, resilient, and enthusiastic people connected by the love of music. We are proud to call San Jose home and embrace the innovative and diverse culture of our community by reflecting this same spirit in our performances and programs.

San Jose’s connection to symphonic music runs deep, tracing back more than 140 years when musicians came together to form the city’s first orchestra in 1879. Today, our talented orchestral musicians are key to Symphony San Jose’s unique artistic identity. We are one of the few American orchestras that does not employ a resident music director, instead, welcoming a roster of distinguished guest conductors to the podium for each production.

Each year, we perform dozens of performances ranging from Classics concerts at the California Theatre, iconic films performed with live orchestral accompaniment at the Center for the Performing Arts, and numerous education and community programs performed throughout the South Bay area.