



Position Summary:

The Music Librarian oversees the operations of the music library to ensure conductors, musicians, and artistic staff have performance-ready music for all Symphony activities. Responsibilities include procuring, preparing, distributing and maintaining scores and parts for rehearsals, performances, auditions, and other Symphony events. The Music Librarian also manages the cataloging and upkeep of the Symphony's music collection, prepares and returns rental materials, and maintains the overall organization of the library.

Responsibilities:

- Work with General Manager, Executive Artistic Director, and guest conductors to identify and obtain music required for Symphony productions.
- Prepare scores and parts by transferring bowings, marking cuts, adding rehearsal numbers, correcting errata, repairing materials, improving page turns, and ensuring all music is legible.
- Photocopy, scan, and bind music as needed; create new parts using music notation software when necessary.
- Assemble concert folders and distribute parts and scores electronically and in person.
- Attend rehearsals and concerts to ensure proper stage placement of music and assist with last-minute changes or issues.
- Erase markings and return rental music in accordance with publisher agreements.
- Catalog music, maintain the music library database, and ensure the library remains organized and up to date.
- Prepare audition packets for candidates and audition committee members.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in music performance, composition, conducting, education, or a related field
- Prior music library experience preferred
- Excellent time management, problem-solving, organizational, and detail-oriented skills
- Ability to work effectively with conductors, musicians, and staff
- Proficiency with Microsoft Office and Adobe software; familiarity with music notation software preferred

Job Details:

Reports to: General Manager
Status: Part-time, non-exempt; hours vary based on organizational needs
Salary: \$22.00 - \$27.00 per hour

To apply:

Please send a resume to jobs@symphonysanjose.org with "Music Librarian" in the subject line.