

**WEST TEXAS SYMPHONY, INC.
JOB DESCRIPTION**

Job Title: Music Librarian
Alternatives: Library, Library Manager, Music Operations, Music Production
Position Classification: Part Time
Contact: employment@mosc.org
Location: Midland-Odessa

SUMMARY DESCRIPTION:

Handles operational oversight of music procurement and preparation. Maintains WTS seasonal history.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Scheduling

- Assist in the coordination of the orchestra's master schedule working with the Executive Director, Music Director, Operations Manager, and Orchestra Personnel Manager

Music Procurement

- Packs and ships outgoing music and maintains shipping record if rented
- Arranges for purchase or rental of materials to meet program needs for the orchestra
- Checks all incoming and outgoing performance materials for condition and completeness
- Ensures prompt return of rented or borrowed materials and adherence to copyright laws

Music Preparation

- Assists in all aspects of music preparation including distributions
- Works with conductors and soloists to prepare music according to their specific requirements
- Ensures that there are enough parts; provides parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice
- Assembles and arranges music in orchestra folders

Concerts/ Rehearsals

- Ensures that all musicians have music, and if not, provides alternative. Set conductor's scores; collects and stores all music at conclusion of concert/ rehearsals.

Administrative

- Provides program listings, instrumentation requirements and other information of staff on request
- Assists with quarterly reporting for music licensing agencies
- Forwards all payments for music and supplies to Office Manger
- Reports to all appropriate performance licensing organizations all music performed on all concert series; forwards invoices to office Manager as required
- During budgeting process, provides projected expense figures for planned repertoire
- Reviews payments for music and supplies for concerts and forwards to Office Manager for payment

Other

- Maintains a current file of publisher catalogues, researches availability and cost of music
- Report music lost or damaged to Executive Director
- Assists with preparation of all music for all auditions in conjunction with Orchestra Personnel Manager
- Assist artistic staff in obtaining needed scores and preparing music to be performed upon request of the Music Director
- Performs other duties as assigned by the Executive Director

REPORTS TO: Executive Director (directly) and Music Director (directly)

Board Relationship: None specified

SUPERVISORY RESPONSIBILITIES:

None

Skills and abilities: Keen attention to detail required; ability to effectively schedule and coordinate music distribution; strong communication and organizational skills; troubleshooter; interpersonal communication skills are essential; ability to work in a team environment; basic music comprehension skills preferred.

EDUCATION and/or EXPERIENCE:

Two years college preferred, particularly within music; high school diploma or GED; three years of related work experience; valid Texas Driver License.