

JOB ANNOUNCEMENT AUSTIN SYMPHONY ORCHESTRA PRINCIPAL LIBRARIAN

The Austin Symphony Orchestra is seeking qualified candidates for the position of Principal Librarian. The Principal Librarian will join a dynamic team of talented and dedicated orchestra management professionals whose work creates and makes possible performances, education programs and community service of the highest quality by the oldest professional symphony orchestra in the Central Texas.

The Austin Symphony Orchestra, now in its 113th season, has a budget of over \$6 million serving an annual audience of approximately 300,000 in one of the fastest growing and most culturally vibrant cities in the country. The orchestra presents a performance season of 8 full orchestra classic concert pairs (16 performances), 4 pops (6 performances), 2-3 special programs, various orchestra run-outs, educational and community programs presented by several standing ensembles. The Music Director and Conductor is Peter Bay, now in his twenty seventh season.

Letters of interest and resumes should be sent to:

Sandra Culhane, Director of Artistic Operations
sculhane@austinsymphony.org

We will not accept phone calls in regard to the position.

POSITION: Principal Librarian
REPORTS TO: Director of Artistic Operations
HOURS: Minimum of 37.5 hours per week. Evening and weekend work required.
COMPENSATION: An annual salary commensurate with experience, abilities and responsibilities of the position.

BENEFITS:

HEALTH PLAN: Fully paid PPO medical & dental plan for employee
VACATION: 15 days paid vacation accrued annually (available after six months of employment); three weeks annual accrual after three years of employment
PENSION: Qualified 403 (b) employer sponsored pension plan; ASO matches employee contributions of up to 2% of annual salary
ANNUAL PAID TIME OFF: Various holidays off and sick time.

JOB ANALYSIS

ORGANIZATION: Austin Symphony Orchestra

JOB TITLE: Principal Librarian

REPORTS TO: Director of Artistic Operations

JOB SUMMARY: The Orchestra Librarian is responsible for procuring, preparing and providing all of the music needed for performances and for maintaining the orchestra's library of parts and scores.

JOB DUTIES AND RESPONSIBILITIES:

Music Procurement

- Research published music editions and determine which materials best match the organization's budget, the Music Director's preference, and the musicians' needs.
- Arrange for the purchase or rental of materials. Examine and sign music rental contacts on behalf of the organization.
- Take delivery of incoming music, pack and ship outgoing music, and maintain shipping records.
- Inventory all incoming and outgoing performance materials for condition and completeness.
- Ensure the handling and prompt return of materials is in adherence to copyright laws and music rental contacts.

Music Preparation

- Review all music to determine if orchestra parts meet acceptable standards: paper size, legibility, rehearsal systems (measure numbers, rehearsal letters, rehearsal numbers), page turns. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
- Circulate string parts to String Principals for bowings. Create a schedule that allows ample time for String Principals to complete and return work. Ensure that String Principals adhere to bowing schedule.
- Transfer bowings into string parts as specified by String Principals.
- Correct known errata in parts and scores. Complete full proofing of sets as needed.
- Work with conductors and soloists to prepare music according to their specific requirements.
- Ensure rehearsal systems are compatible between the conductor's score and the players' parts. Inform the conductor of any errata or other changes to the parts.

Music Provision

- As per the Master Agreement with ASO Musicians, provide all performance parts no later than two weeks prior to the first rehearsal.
- Provide photocopies to inside-seated string players.
- Email digital copies of music to out-of-town musicians as requested.
- Transport available music to pick-up locations most convenient for the orchestra's schedule when possible (i.e. Box Office, Long Center). Inform musicians of music pick-up locations.
- Provide the conductor and assistant conductors with scores as needed.

Concert/Rehearsal Duties

- Transport music not picked up to the performance venue.

- For assigned rehearsals and concerts, arrive one hour early to set folders on stage and assist with music needs: changes in bowings, page turn fixes, note corrections, missing or lost parts, etc.
- Be available for musician and conductor inquiries and requests throughout rehearsal.
- Provide scores backstage for the musicians' reference.
- Collect, store, and re-distribute folders as needed for stage changes and break downs.
- Set conductor's score and baton.
- Collect all folders at the conclusion of the concert and transport them back to the library.

Orchestra Library Collection

- Maintain the orchestra's collection of scores and parts.
- Catalogue and file music purchased for the orchestra library and maintain accurate inventory in Symphony Organizer.
- Ensure adequate storage, security, and environment for the collection.
- Track all items borrowed from the library (i.e. individual parts, scores, reference materials) and ensure their timely return.

Budgeting

- Provide Director of Artistic Operations with music rental and purchase estimates during annual budgeting and for special projects throughout the year.
- Work with the Music Director to determine the cost of preferred music editions, and locate cost-saving alternatives when needed.
- Assist Education Director with determining music costs while planning and budgeting for Education concerts.
- Track library expenses and submit invoices to Finance. Confirm payment and accuracy of bills due.

Licensing

- Determine the copyright status of programmed music and secure the proper permissions to perform it.
- Report performances to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) and pay annual fees as required.
- Identify performances and media produced by the organization that may warrant additional licensing such as Grand Rights, Synchronization Rights, or Mechanical Rights.
- Coordinate with Public Relations and Marketing to determine when ASO rehearsals and concerts can be recorded or live-streamed. Arrange broadcast licenses with publisher when needed.

Administrative

- Enter repertoire, instrumentation, and timings into database for all concerts.
- Assist Director of Artistic Operations in determining personnel, instruments, and staging needs for concerts.
- Track performance timings and maintain the record of the orchestra's performance history.
- Provide program listings, instrumentation requirements, timings, and other information to staff on request.
- Provide scores and musical reference material to staff as needed.
- Proofread program books and season brochures.

- Perform other duties as assigned by the Executive Director or Director of Artistic Operations.

Orchestra Personnel

- Utilize the Artistry of Music website for communications with the orchestra including music availability announcements, digital practice copies, program changes, conductor notes, and other critical information.
- Be available for requests from orchestra members and follow up in a timely manner.
- Help promote positive relations between the orchestra and the Association.

Supervision

- Delegate projects to the Assistant Librarian and oversee quality of work.
- Complete training with the Assistant Librarian as needed.
- Oversee library work hours and schedules.
- Oversee library interns and volunteers as needed

Projects

- Regular season performances included in the Principal Librarian's standard duties include the following series:
 - 8 Classical
 - 4 Pops
 - 4 Educational
 - 3 Ballets
 - 2 ASO About Town (Chamber Orchestra)
 - Messiah
 - Sounds of the Season
 - Hartman Family Foundation Concerts in the Park
 - Tuneful Tales
 - Fourth of July
- Special projects requiring extended duties for the Principal Librarian:
 - Auditions
 - Create instrument audition lists as advised by Music Director and Principals.
 - Create audition packets to be provided to registered audition candidates and the audition committees.
 - Assist in audition day activities including greeting candidates, checking in candidates, drawing numbers for blind auditions, and communicating committee decisions to candidates.
- Extra concert activity may be added for the Principal Librarian as the orchestra is booked by other organizations throughout the season. Work duties vary. Concert examples include:
 - The Legend of *Zelda*
 - Andrea Bocelli
 - String Orchestra