

Music Librarian

Job Description



Updated: February 16, 2017

Description

- **Part Time / Contract**
- **Compensation:** Negotiable, Commensurate with experience

The orchestra's music librarian is responsible for the purchase, rental and preparation of scores and parts for all performances, and works with the artistic director and our conductors to select performing editions and marking bowing, cuts or other editing, including inserting accommodations for page turns, etc. In some cases, the librarian will distribute parts to musicians, and in others may provide prepared parts to a staff member who will distribute them. The librarian will assist the orchestra with maintenance of its library of music holdings, recording of repertoire performance data, and assesses short and long range acquisition needs. The position requires a degree in music and/or training in library procedures, thorough knowledge of orchestral repertoire and score markings, familiarity with music publishing, licensing and copyright law, MOLA, as well as ASCAP, BMI, and reporting.

In terms of skills, the Music Librarian must be skilled in copying musical markings, assisting the Conductor after he or she has looked at a piece of music and made changes in it. Also, it is the Music Librarian's duty to distribute music to Section Players. These pieces of music are then collected after rehearsal or performance conclusions. Also, the Music Librarian will consult with Guest Conductors about their music requirements.

Hierarchy

- **Position title:** Music Librarian
- **Reports to:** Artistic Director
- **Collaborates with:** DCS Staff & Musicians

About Dallas Chamber Symphony

Founded in 2011, the Dallas Chamber Symphony (DCS) is a professional orchestra of 40 members, with a reputation for performing high-quality chamber orchestra concerts, community outreach and educational programs.

The DCS accomplishes its mission by presenting diverse, innovative and imaginative concerts that engage Dallas audiences in the intimate setting of the new Dallas City Performance Hall. The DCS bridges the gap between our community's chamber music presenters and large organizations that focus on full symphonic and operatic literature. Programming balances new and traditional works with elements such as film, dancers, and various digital media.

The DCS performs at the gorgeous new City Performance Hall in the Dallas Arts District, and provides educational and community programs which include the Dallas International Piano Competition (DallasIPC.org, at SMU), TechNotes music education programming for area youth, and Sight of Sound (a film and music event with international reach; SightofSound.org). DCS is expanding its outreach programs through DCS Live! chamber ensembles, and Taking It to the Streets, funded by the National Endowment for the Arts' Our Town program.

Responsibilities

- Collaboration with composers in residence in preparation of parts
- Distribution of practice parts and originals to musicians
- Sheet music and score procurement, maintenance and rental return

- Sheet music markings and prep (bowings, bar numbers, rehearsal marks, page turns, basic edits, etc.)
- Production and collection of practice parts (typically photo copies)
- On-site administration of rehearsals and concerts, with light stage management responsibilities

Time Commitment

- Varies per concert and selected repertoire
- Preparation of practice parts and score shall be complete 6 weeks before each concert
- Rehearsals: Mondays: Typically, 10-12:30pm, 2-4:30pm
- Dress Rehearsals: Typically, Tuesdays 10-12:30pm or 1-3:30pm
- Concerts: Typically: Tuesdays at 8pm

Necessary Skills

- Microsoft Word & Microsoft Excel
- Strong writing and communication skills
- Strong organizational ability – project and deadline oriented
- Ability to manage people and understand/communicate details of musician rotations, repertoire and schedules
- Thorough knowledge of the full orchestra, chamber orchestra, and chamber ensemble repertoire
- Thorough knowledge of score markings, errata, bowings, etc., which will need to be copied into parts
- Thorough knowledge of performance conventions

Contact

Apply now, interviews in progress. Please send inquires and resumes to:

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