



Greenville Symphony Association

Assistant Orchestra Music Librarian

POSITION SUMMARY

The Assistant Orchestra Librarian is responsible to assist in the day-to-day operations of the library.

The Assistant Librarian will help provide support and work closely with our Music Director, musicians, staff, other conductors and guest artists. This position serves as an integral member of the Artistic Operations administration staff, contributing to the creation of exceptional symphonic music presentations and patron experiences. This position reports to the Librarian and Operations Associate.

This position supports the Librarian and Operations Associate with duties related to the support of the musicians of the orchestra and may act as personnel manager on duty for rehearsal and performance services.

REPORTS TO: Librarian and Operations Associate

CLOSE COLLABORATORS: Artistic Operations team, Music Director, principal musicians of the orchestra

HOURS/WEEK:

- 15 hours office work week, including potential evening/weekend rehearsals/concerts
- Part-time

Job Description

- Assist in preparing music for all concerts
- Bow string parts in a neat, clear, legible manner
- Coordinate with publishers for permissions for digital media
- Assist Head Librarian in procuring music
- Provide program listings, instrumentation requirements, and other information to staff on request; proofread printed and digital materials including program book
- Assist in maintaining accurate orchestra performance records

- During budgeting process, assist with expense projections for rental and purchase of planned repertoire.
- Maintain a current file of publisher catalogues and research availability and cost of music to be ordered
- Assist in audition preparation and process
- In-office only; no remote work
- Other duties as assigned

WHO YOU ARE

- Bachelor's degree in music, preferred
- Proficient with MS office programs
- Must demonstrate initiative and have the ability to work independently
- Ability to demonstrate and maintain meticulous attention to detail
- Have strong desire to work with musicians and to provide the best customer service possible
- Must exhibit flexibility and proficiency in organizing and completing several tasks simultaneously and possess strong problem-solving skills
- Ability to interact effectively and courteously with a variety of personalities and people including Music Director, musicians, staff, stage crew, and guest artists
- Must possess the ability to stay calm, think clearly, and maintain a professional demeanor under pressure
- Willingness to work flexible night and weekend hours.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Use of an office phone, computer and internet is required
- Must have a valid driver's license and own transportation
- This job will be based in Greenville Symphony's offices in downtown Greenville
- A personal cell phone and remote access to e-mail and office files are required, as many tasks take place offsite

THE CANDIDATES THAT ADVANCE WILL BE REQUIRED TO TAKE A WRITTEN TEST.

Please send resumes and questions to Derek Eilert at deilert@greenvillesymphony.org