



INDIANAPOLIS SYMPHONY ORCHESTRA

JOB DESCRIPTION

JOB TITLE: Assistant Librarian

DEPARTMENT: Artistic Operations

REPORTS TO: Principal Librarian

POSITION SUMMARY:

The Assistant Librarian will be a full-time member of the Orchestra Library and work closely with the Principal Librarian in researching, acquiring, preparing and distributing music for all rehearsals and performances of the Indianapolis Symphony Orchestra. A high degree of organization and attention to detail are required, as are the ability to be calm under pressure and to meet deadlines. A successful candidate will have a strong musical background, with experience in both classical and pops repertoire, and thrive under both collaborative and independent working conditions.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Attends rehearsals and concerts as assigned: (1) ensure proper stage placement of scores and parts, (2) time performances, and (3) assist as needed with new productions and last-minute problems.
- Check in and catalog music
- Library database (OPAS) responsibilities, including entering and verifying: (1) composer, lyricist, and arranger information; (2) work title and movement listing in conformance with house style guidelines; (3) composition durations and instrumentation; and (4) maintain archival data of timings, instruments used, and cuts observed. Assists with requests to access program- and work-related data.
- In preparation of orchestra materials: (1) Transfer bowings and edits; (2) Inspect parts, proofread and remedy (as needed) note errors, printing problems or any less than professional presentation that might hinder rehearsal or performance; (3) Remedies can include transposing, hand &/or computer copywork, repairing, reprinting, rebinding; (4) Mark cuts and remedy subsequent page-turn problems
- Facilitate the bowing process by string principals

- Make recommendations about necessity of extra instruments specified by a composer as desired by the Principal Librarian, Conductor, or Personnel Manager
- Prepare cue sheets and cue parts for demonstrations
- Assemble and break down music folders
- Time pieces during performances; time pieces during rehearsals when needed for planning purposes
- Manages the preparation of music for auditions. And assist personnel manager with auditions as needed: verify excerpt listings, prepare music, assemble folders
- Verify repertoire data for dissemination within organization and for publication in program books and on the website. Assist staff in verifying performance history and in accessing repertoire data
- Supervises Library interns and volunteers
- Performs other duties as requested or required by the position.

MINIMUM REQUIREMENTS:

Required:

- Music background (classical performance experience preferred)
- Two years of prior orchestra library experience
- Thorough knowledge of music performance practice, music publishing, music literature, history, theory, orchestration, and music notation
- Familiarity with Microsoft Office

Essential:

- Good research skills
- Familiarity with foreign language musical terms (French, Italian, and German)
- Familiarity with MOLA standards and best practices
- Strong interpersonal skills and customer service focus
- Ability to prioritize multiple requests and remain graceful under pressure
- Accurate, detail-oriented, self-motivated
- Must respond well to interruptions and changes of direction

Preferred:

- Music degree in performance, composition, or conducting.
- Good facility with Finale and/or Sibelius and OPAS
- Working knowledge of copyright law

INTERPERSONAL CONTACTS:

INTERNAL:

- Constant contact with other librarians and orchestra members.
- Some contact with persons from Artistic, Operations, Orchestra Personnel, and Education, plus Music Directors and staff conductors

EXTERNAL:

- Frequent contact with guest artists and conductors
- Some contact with vendors and the public

CONTENT OF CONFIDENTIAL INFORMATION:

SPAN OF SUPERVISION:

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**