

The Southwest Symphony Orchestra is looking to contract a detail-oriented and organized individual to be its Orchestra Librarian. The Orchestra Librarian is responsible for acquiring, preparing, returning, and maintaining all musical scores for performances and rehearsals as well as maintaining the Orchestra's Library. The contractor will work closely with our conductor and musicians to ensure accurate and timely distribution of scores and parts.

Responsibilities

- Communicate effectively with conductors and musicians about music preparation and distribution.
- Acquire all necessary scores and parts for rehearsals and performances.
- Prepare and distribute music to musicians by the first rehearsal (2-3 weeks prior, if possible).
- Working with the Treasurer when necessary, ensure proper licensing for the performance of copyrighted works, if necessary.
- Mail one copy of 1st and 2nd violin parts to Concertmaster, and related parts to principal viola, cello and bass, at least a week before each first rehearsal. If available, make a photocopy of bowed music for distribution to sections. The photocopy machine at TCC is available.
- Maintain a system for signing out folders and/or parts ensuring there are enough for each person in the orchestra to have a copy. Folders should be stuffed and made available to musicians at the first rehearsal.
- At the end of the rehearsal, collect any folders not taken by the musician.
- Place Music Director's scores on their stand before the concert and again at intermission.
- After each concert, collect, collate and clean all parts. Follow up with responsible musicians about any missing parts. Return rental parts in a timely manner to avoid any late fees. File and return music owned by the Symphony to the SSO Library.
- Maintain a thorough inventory of the orchestra's music library.
- Work with other Symphonies to borrow and loan music and maintain records of any music loaned out. Follow up to make sure the music is returned complete and in good condition.

- Organize and catalog new music acquisitions.
- Present a verbal or written report to the Board each month of current matters pending or completed. You must attend a minimum of 3 meetings.
- By May 1st of each year (or earlier if possible, in accordance with the Orchestra's budget process), prepare an estimated budget of music rental costs, purchase costs, shipping costs, and copying costs for the upcoming season.
- Other duties as requested.

The contract pays \$275 per month with renewal on June 1, 2026. Please apply at southwestsymphony.com/helpwanted.