

Position: Wyoming Symphony Orchestra Librarian

Reports To: Executive Director & Music Director

Summary of Position

The Orchestra Librarian is responsible for acquiring, preparing, and maintaining all music for the Wyoming Symphony Orchestra (WSO). This includes music procurement, preparation, organization, and distribution, as well as ensuring the orchestra's library is well-maintained and properly archived. The Librarian works closely with the Music Director, Personnel Manager, and Executive Director to support concert preparation and performance needs. Additionally, the Librarian is required to serve on the Artistic Advisory Committee, providing insight into programming logistics, repertoire selection, and library management.

Responsibilities**Music Procurement & Preparation**

- Arrange for the purchase, rental, or borrowing of music as required for concert programming.
- Track incoming and outgoing music, ensuring all materials are complete and in good condition.
- Ensure adherence to copyright laws and return rented or borrowed materials promptly.
- Assist in all aspects of music preparation, including editing, proofreading, organizing, and distributing music folders.
- Work with the conductor and soloists to ensure music is prepared to their specifications.
- Review all music to confirm it meets professional standards, including legibility, measure numbers, and bowing marks.
- Provide bowed string parts to the concertmaster and distribute music well in advance of rehearsals.

Concert & Rehearsal Duties

- Attend all WSO rehearsals and performances as needed.
- Arrive at least 30 minutes before rehearsals and one hour before concerts to handle any music-related issues.
- Ensure all musicians have the correct music and resolve any last-minute changes.
- Set up the conductor's score and baton as needed.
- Assist musicians and the Music Director with any music-related requests during rehearsals and performances.
- Collect and organize all music at the conclusion of performances and rehearsals.

Orchestra Library Maintenance

- Maintain and catalog the orchestra's collection of scores and parts, ensuring accurate inventory records.
- Repair and preserve sheet music and folders to ensure longevity.
- Track all borrowed items and ensure their timely return.

Administrative & Budgeting

- Confirm instrumentation requirements for each program.
- Provide projected expense figures for music procurement and preparation as part of the annual budgeting process.
- Manage supplies needed for music preparation, shipping, and copy work.

Qualifications

- Knowledge of orchestral repertoire, score markings, and music preparation techniques.
- Strong attention to detail, organizational skills, and ability to manage multiple projects on deadlines.
- Proficiency with Microsoft Office, Google Docs, and digital cataloging systems.
- Ability to work flexible hours, including evenings and weekends.
- Must be able to lift boxes of music (up to 40 lbs.) and climb stairs to access library shelving.

Compensation & Hours

- Part-time position (approximately 200 hours annually).
- Salary: \$4,500 annually.
- Evening and weekend availability required for concerts and rehearsals.

To Apply: Please submit a cover letter and resume to wsocareers@wyomingsymphony.org .
Position open until filled.