

## Position Opening

**POSITION:** North State Symphony Music Librarian

**STATUS:** Part-time / Non-benefitted / Non-exempt

**COMPENSATION:** \$19.00 - \$25.00 per hour

**DEPARTMENT:** North State Symphony

**LOCATION:** North State Symphony, Various Locations

**RECRUITMENT ID: 216**

**RESIDENCY:** Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

**ESSENTIAL JOB FUNCTIONS:** Reporting to the North State Symphony Director and working in collaboration with the Music Director and Personnel Coordinator, the Music Librarian is responsible for a variety of duties pertaining to sheet music for the North State Symphony orchestra. The Music Librarian is responsible for procuring, cataloging, archiving, and maintaining a collection of musical resources, including sheet music, recordings, books, and other materials. The ideal candidate will have a deep knowledge of music, excellent research skills, and a strong attention to detail. This position requires the ability to work independently as well as collaboratively with various stakeholders.

### MUSIC LIBRARY/RESOURCE MANAGEMENT:

- Maintain a comprehensive cataloging system for the music library, ensuring accurate and consistent organization of resources.
- Collaborate with the CSU Chico MTAD library (currently the site where all NSS-owned music is housed.)
- Classify and label music materials according to guidelines and instruments.
- Collaborate with Music Director and publishers to expand the music library collection.
- Monitor the condition of music sheets and identify any issues or damage that may require preservation or repair.
- Other duties that ensure music and other resources are organized, properly maintained and easily accessible.

### MUSIC PURCHASE/RENTAL:

- Prior to each season, check with CSU, Chico MTAD librarian to see if NSS owns any of the sets of music being programmed.
- When needed, arrange for the purchase or rental of sheet music or materials to meet program needs for the orchestra.
- Manage all aspects of rentals, including ordering, tracking, receiving, inventory, packing, shipping, processing of invoices, and maintaining records.
- Check all incoming and outgoing performance materials for condition and completeness.
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws.
- Other duties as needed to ensure the procurement of necessary music materials.

#### SHEET MUSIC PREPARATION AND DISTRIBUTION:

- Prepare materials according to specific requirements, including but not limited to editing, proofreading, marking, penciling in string bowings, scanning, and distribution of orchestra parts.
- Coordinate with the concertmaster on bowings, bowing changes, mistakes to be corrected in the parts, etc.
- Facilitate the shipping and return of all string parts that need to be bowed to concertmaster.
- If needed, coordinate with guest artists/soloists to prepare music according to their specific requirements.
- Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
- Coordinate the duplication and distribution of music to all symphony musicians.
- Assist symphony musicians in accessing music materials, providing guidance and support and facilitating special requests as needed.
- Ensure that there are enough parts; provide “original string parts” sufficiently in advance to the concertmaster for bowing and pre-rehearsal practice.
- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts.
- Other duties as needed to ensure all musicians have the music and materials needed to perform.

#### REHEARSALS AND CONCERTS:

- Prepare/assemble music folders for each musician in advance of first service.
- Troubleshoot any possible issues with music folders in advance of first service.
- Attend all rehearsals and concerts.
- Distribute music folders in accordance with the respective instrument stands.
- Be readily available to provide additional copies of sheet music in case a symphony member misplaces or requires a replacement.
- Make general announcements regarding music sheets/folders prior to each service.
- Collect all music folders after each service.
- Other duties as assigned to ensure rehearsals and concerts go smoothly.

#### ADMINISTRATIVE SUPPORT:

- Maintain open lines of communication with NSS staff (production manager, personnel coordinator, music director, etc) in order to support a variety of concert production needs (i.e. collaborate on stage plot, percussion/equipment list and special musician requests).
- Draft recommendations, correspondence, and other reports upon request by music director or symphony director.
- Other duties as assigned.

**EMPLOYMENT STANDARDS:**

- Ability to successfully perform all required duties of a NSS musician and NSS librarian concurrently
- Strong familiarity with orchestra music and parts, instrumentation, ranges, transpositions and foreign language terms
- Strong knowledge of music theory, genres, and various musical instruments.
- Proficient in the use of software/applications including Google Sheets, Mail, and Docs; Microsoft Word and Excel and Adobe Creative Suite
- Ability to produce excellent handwritten music notation, read scores and copy and transpose parts.
- A working knowledge of US and international copyright laws and intellectual property rights as they pertain to music materials.
- Strong interpersonal skills including the ability to communicate with music director, musicians, and NSS staff in a professional, confidential, timely, and tactful manner.
- Experience working in a library or archival setting, preferably with a music focus, is highly desirable.

**HOW TO APPLY:**

To be considered, submit the following documents by **October 11<sup>th</sup>, 2024**. Documents submitted after this date may not be considered.

- Resume

**BY DROP BOX:** <https://csuchico.app.box.com/f/676a61e04d1548d59e61d54140e9ba34>

**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.