



ASSISTANT LIBRARIAN

Colorado Symphony Association (CSA) | Job Description

Title: Assistant Librarian

Department: Artistic Programming

Reports to: Principal Orchestra Librarian

FLSA Classification: Exempt

Supervisory Responsibility: Yes

POSITION PROFILE

The Assistant Librarian supports the Principal Orchestra Librarian in all aspects of music library operations for the Colorado Symphony Association. Including the cataloging, maintenance, acquisition, preparation, and distribution of musical materials. The position requires a high level of attention to detail, professionalism, and integrity due to the constant interactions with musicians, staff, guest artists, and conductors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Music Cataloging/Maintenance:

- Catalog and file both physical and digital library holdings, ensuring accurate inventory and secure storage.
- Track borrowed materials (parts, scores and reference sources) and ensuring timely returns.
- Maintain the orchestra's collection of parts and scores, performing necessary repairs to music, scores and folders.
- Archive concert data for institutional preservation and future reference.

Music Acquisition:

- Acquire music materials (purchasing or renting) in a timely manner under the supervision of the Principal Orchestra Librarian.
- Manage incoming and outgoing music; safely package and handle transported music; and maintain shipping records.
- Assess incoming and outgoing music for complete inventory and adequate conditions in adherence to publisher agreements.



Music Preparation and Dissemination:

- Prepare music to professional standards for rehearsals and performances. Music should be legible, contain adequate rehearsal systems, fix problematic page-turns and proof-read when possible.
- Collaborate with conductors, chorus partners and principals to implement edits, cuts and music adjustments, with clear markings and instructions.
- Assist with music bowing circulation to concertmasters and string principals; Supervise bowing distribution to library bow markers.
- Management and oversight of volunteer activities and tasks
- Arrange, assemble and disassemble music in orchestra folders.
- Provide prepared music folders with sufficient time for pre-rehearsal practice.

Concert and Rehearsal Support:

- Arrive one hour prior to assigned rehearsals and concerts to set up, assist with changes, and ensure that all musicians have the necessary materials.
- Set and return conductor's scores and batons during concert duty.
- Assist with music and folders during stage changes.
- Collect folders after the final service of a series.

POSITION QUALIFICATIONS

- Degree in music or equivalent music knowledge.
- A minimum of two years of orchestra library experience is preferred.
- Comprehensive knowledge of orchestral repertoire, music theory, foreign terms, musical terms/signs, transposition and notation.
- Familiarity with current score editions and reference sources.
- Experience and knowledge of orchestral pops repertoire and its music sources.
- Understanding of U.S. and International copyright laws and familiarity of music licensing agencies.
- Excellent computer skills, including Microsoft Office/Google Workspace, music notation software (Sibelius, Finale or Dorico) and basic PDF software/image editing software.
- Exhibit leadership and supervision as needed by musicians and staff in the absence of the Principal Orchestra Librarian.
- Collaborate effectively and productively with the Music Director, staff conductors, guest conductors, chorus partners, musicians, stage crew, and staff.
- Ability to work independently and demonstrate initiative when problem solving.



- Strong interpersonal abilities, exceptional organizational skills, and attention to detail.

PHYSICAL DEMANDS

- Ability to sit for extended periods of time at a desk, with additional demands including occasional standing, walking, reaching, and using hands to manipulate documents and operate computer equipment; essentially, a mostly sedentary role with light physical activity required throughout the day
- Ability to read and interpret documents, spreadsheets, and computer screens
- Ability to lift up to 40 pounds
- Ability to utilize ladders or stepstools
- Ability to work outdoors, exposed to the elements

OTHER DEMANDS

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, responsibilities and activities may change at any time with or without notice.

COMPENSATION AND BENEFITS

- Salary range \$47,500 - \$52,500 commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Identity Theft Insurance.
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program.
 - Paid-Time Off – vacation, sick leave, paid holiday, and personal holidays
 - 403(b) plan.
 - Discounted tickets to CSA concerts.

HOW TO APPLY

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put **ASSISTANT LIBRARIAN** in the subject line of your email. No phone calls please.

The Colorado Symphony Association is an Equal Opportunity Employer.