



## **JOB OPENING: ORCHESTRA LIBRARIAN**

### **Job Description**

The Orchestra Librarian is responsible for organizing, preparing, and distributing all music needed for performances, and for maintaining the GGFSO library of parts and scores. This position will work directly with the Music Director and Executive Director to coordinate concert preparation and production. The Orchestra Librarian also works closely with the Concertmaster to coordinate the transfer of bowings for the string section.

### **Job Duties**

- \* Music preparation for performance, including but not limited to:
  - \* Ensure there are enough parts for musicians
  - \* Work with the Concertmaster and Principal Strings to transfer bowings
  - \* Compile and arrange music into musicians' folders
- \* Music distribution and collection, including but not limited to:
  - \* Ensure music is made available far enough in advance prior to the first rehearsal
  - \* Collect music and folders directly after each concert
  - \* Organize music collected into score order and file promptly in the GGFSO library
- \* Music and library maintenance, including but not limited to:
  - \* Maintain precise records of the GGFSO library parts and scores
  - \* Ensure punctual return of music rentals and borrowed materials
  - \* Make certain of adherence to copyright law

### **Qualifications**

- \* Music background is required; instrumental background is preferred
- \* Proficient music-reading skills, knowledge of instrumental scores, and familiarity with orchestral instruments is required
- \* Strong attention to detail and exceptional organizational skills
- \* Strong long-term planning skills
- \* Ability to work independently
- \* Experience with Google Office and Microsoft Office applications
- \* Working toward or an earned bachelor's degree in a music field is preferred

### **Compensation**

The Orchestra Librarian will be paid \$150 per concert. Hours vary throughout the concert season.

### **To Apply**

Please submit a letter of interest detailing your background and qualifications for the position to Executive Director Dr. KariJo O'Keefe at [ggfsso@ggfsso.org](mailto:ggfsso@ggfsso.org). Applications will be considered until the position is filled; applications received before August 31, 2022 will be given priority.

## **GREATER GRAND FORKS SYMPHONY ORCHESTRA OVERVIEW**

The Greater Grand Forks Symphony Orchestra (GGFSO) is a community orchestra based in Grand Forks, North Dakota which began performing in 1908. GGFSO is only one in a handful of American orchestras older than 100 years. The Symphony features local and regional musicians in performances of classical and modern symphony music.

## **MISSION**

The mission of the GGFSO puts excellence on stage to improve lives in Grand Forks and the surrounding region. The intention of the Symphony is to excite, educate, and inspire audiences with the highest quality performances of the most beautiful music.