



## Position Description

<b>Position:</b>	Music Librarian
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Full-Time, Non-Exempt
<b>Employment Period:</b>	(Part-Time, Remote) Monday, March 4 through Friday, May 31, 2024 (Full-Time, In-Person) Monday, June 3 through Monday, August 5, 2024

*Housing provided for non-local employees Sunday, June 2 through the morning of Tuesday, August 6, 2024.*

## Position Summary

The Music Librarian oversees all activities of the chamber circulation and orchestra library, including the preparation, distribution, and collection of music for any orchestra concerts, chamber orchestra concert, opera productions, and various chamber performances. The Music Librarian works closely with teaching artists, conductors, fellows, and Music Academy administration and reports to the Director of Artistic Operations. This is an excellent opportunity for an experienced music librarian to have ownership of managing library assets.

## Position Responsibilities

- Procure and prepare music for orchestra, opera, ensembles, and chamber groups, including managing rentals and purchases
- Prepare and distribute audition and competition packets
- Confirm and distribute instrumentation details
- Prepare and distribute practice parts to teaching artists and fellows including pre-summer scans of all chamber and orchestra parts, as well as audition and competition packets
- Distribute orchestra folders prior to rehearsals and concerts, attend rehearsals/concerts, and reset music during stage changes as necessary
- Manage bowings, cuts, and other musical markings as necessary
- Manage folders and scores at all orchestra services
- Manage billing, tracking invoices and ensuring timely payments to vendors
- Manage inventory of current holdings, new acquisitions, and rental music
- Oversee and manage Assistant Librarian
- Oversee and manage library records in ArtsVision database; collaborate with Marketing department for final proofing of composition titles and composer information for printed programs
- Provide customer service to teaching artists and fellows during library office hours including check in/out of music folders and locating solo/chamber music in library stacks

## Candidate Profile

The Music Academy values colleagues with diverse perspectives who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

The ideal candidate will demonstrate some, if not all the following:

- Three years orchestral or opera library experience
- Knowledge of classical music
- Knowledge of foreign language musical terms
- Ability to read music and scores
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Excellent written and verbal communications skills
- Excellent critical thinking, strategic planning, and problem-solving skills
- Independently motivated
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor
- Previous summer festival experience a plus
- Ability to lift and distribute heavy boxes of music (up to 50 pounds)

### **Additional Requirements**

- Some nights and weekends are required, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues

### **Compensation and Benefits**

This is a seasonal, non-exempt, full-time position. Compensation is \$20 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing and meals are included during the summer residency for those not based in the Santa Barbara area. Lunch is provided on the Miraflores campus Monday-Friday for those not on the residential meal plan. Complimentary tickets are offered when available.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the Subject Header **Music Librarian**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy is an equal opportunity employer. We aim to create a diverse and inclusive work environment and we value each employee's unique experiences and perspectives.

### **About the Music Academy**

Located in Santa Barbara, the Music Academy creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Music Academy provides artists with the tools they need to become not just great musicians but great leaders. The Music Academy's programs are: the annual eight-week Summer School & Festival which trains up to 140 fellows ages 18-34 and presents more than 120 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners; the MAX (Music Academy Exchange) partnership with international orchestras; the Innovation Institute's Alumni Enterprise Awards; and the Mariposa Series of concerts by Academy-affiliated artists.

For more information, please visit [musicacademy.org](http://musicacademy.org).