



Position Description

Position Title:	Music Librarian
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Seasonal, Full-Time, Non-Exempt
Employment Period:	(Part-Time, Remote) Monday, February 3 through Friday, June 5, 2026 (Full-Time, In-Person) Monday, June 8 through Monday, August 10, 2026

Housing provided for non-local employees Sunday, June 7 through the morning of Tuesday, August 11, 2026..

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, students, 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
- As a condition of employment, the selected candidate will be required to complete Live Scan fingerprinting and mandatory reporter training, as required by law

Compensation and Benefits

This is a seasonal, non-exempt, full-time position. Compensation is \$21 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing is provided, along with transportation and travel assistance during the summer residency for those not based in the Santa Barbara area. Lunch is provided Monday-Friday. Complimentary tickets are offered when available.

Application Process

Please email a letter of interest and current resume to 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.

Application review will begin in January and interviews will be scheduled on a rolling basis. Positions will be posted on our website career page while they remain active, and will be removed once a position has been filled.

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 of the West

The mission of the Music Academy of the West is to provide classically trained musicians and diverse audiences with transformative educational and performance experiences. We support musicians to expand their talents, inspire each other, and pursue artistic innovation.

As part of its annual Summer Music Festival & School, the Academy presents the Fellowship Institute, which trains up to 150 fellows ages 18–34, alongside the new High School Intensive, a two-week program for 105 gifted musicians ages 14–18. Year-round programs include *Sing!*, a youth choir that performs with local, national, and international partners; and the Mariposa

Concert Series, featuring Academy-affiliated artists. Each summer, the Festival showcases more than 100 performances and events, including masterclasses, competitions, and a fully staged opera. ***The 2026 Summer Music Festival & School will run June 14–August 8, 2026. The complete performance lineup for the Festival will be unveiled in early 2026.***

For more information, please visit musicacademy.org.