



Orchestra Librarian

The Princeton Symphony Orchestra (PSO), widely regarded as one of the New Jersey's finest arts organizations, is a highly successful, professional, per-service orchestra. The PSO presents a six-program classical series at Richardson Auditorium in Princeton as well as pops, holiday, and education concerts, a chamber music series, lectures and events for the community, and education programs reaching over 10,000 students annually. The PSO values its partnership with the Youth Orchestra of Central New Jersey (YOCJ). Each June, the PSO presents the Princeton Festival, a multi-genre performing arts festival produced in a 900-seat outdoor performance pavilion on the grounds of Morven Museum & Garden. The Princeton Festival offers a robust schedule including fully-staged opera, concerts (orchestral, chamber music, Broadway/pops, jazz, baroque), lectures and community events.

JOB TITLE

Orchestra Librarian

POSITION

This project-based position is responsible for research, acquisition, preparation, distribution, and archiving of music as needed for Princeton Symphony Orchestra activities including subscription, Princeton Festival, POPS, *BRAVO!*, opera, ballet, and other contracted services. This is a hybrid position requiring regular evening and weekend work to cover PSO concerts and events, including the Princeton Festival rehearsal and performance period in May and June.

Reporting to the General Manager and Director of Artistic Planning, the Orchestra Librarian works closely with the Music Director, orchestra musicians, orchestra personnel managers, Assistant Conductor, and guest conductors.

ESSENTIAL JOB FUNCTIONS

Music Preparation and Distribution:

- Arrange for the purchase or rental of materials to meet program needs, including perusal scores.
- Take delivery of and track incoming music, pack and ship outgoing music, and maintain shipping records. Check all incoming and outgoing music for condition and completeness.
- Review music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal figures, etc.
- Ensure prompt return of rented or borrowed materials in compliance with terms of rental agreement.
- Store and handle music responsibly in order to maintain condition.
- Maintain a familiarity with and ensure adherence to copyright laws.
- Provide scores for Music Director, Assistant Conductor, and guest conductors as needed.
- Oversee the selection of performance editions by providing timely and expert information to the Music Director, PSO staff, guest conductor and/or guest soloists regarding the correct editions of planned repertoire. Confirm availability and appropriateness.
- Research availability and cost of music for artistic planning/budgeting.
- Confirm actual instrumentation in music received with that in the season instrumentation document provided by the PSO. Provide program listings, instrumentation requirements, and other information to staff as needed and requested. Maintain accurate instrumentation records in spreadsheet.

- Check parts for unusual circumstances and alert Personnel Manager/PSO staff. These may include woodwind and brass doublings not listed in the season instrumentation document as well as string divisions that may require a special seating or stage arrangement.
- Develop and maintain a timeline for ordering music with regard to preparation time required and distribution of music within the guidelines of the orchestra's collective bargaining agreement, and work with PSO staff to establish deadlines.
- Prepare music for rehearsals and performances, including: prepare sets of parts with master scores and principal string bowings; mark with available errata and perform basic proofreading when required; add adequate rehearsal system; add cuts, edits, and inserts; repair deteriorating parts/scores; correct pagination when needed.
- Distribute music according to the established timeline, including mailing or passing out music on time, sending music to Concertmaster and string principals for bowing, and making practice copies as needed. When required, prepare string performance parts with bowings and make sure that all bowings are unified within each section.
- Assemble and disassemble orchestra folders for concert programs with attention to correctness and completeness of materials.
- Maintain music library section of the PSO website.
- Maintain a current file of publishers and catalogues.
- Prepare materials for orchestra auditions, including coordinating with music publishers on works under copyright.

Rehearsal/Concert Duties:

- Attend all rehearsals and concerts; arrive one hour early to distribute music and execute any changes or needs.
- Coordinate music transport and special music placement with stage manager. Distribute and collect music at concerts and rehearsals.
- Assist conductor and musicians with changes and/or problems encountered during the production.
- Collect music and clear the stage after each concert.

Administrative:

- Retain receipts for all expenses, including supplies, copying, postage, and shipping costs; submit receipts to the PSO.
- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
- Catalogue and file music purchased for the orchestra library, maintain accurate inventory.
- Track all items borrowed from the library and ensure their timely return.

QUALIFICATIONS

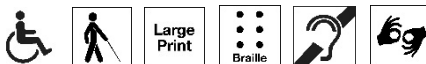
- Significant knowledge of orchestral repertoire; ability to read, understand, and transpose a full orchestra score; and ability to translate foreign language musical terms.
- Ability to copy orchestra parts cleanly and legibly using manuscript paper and/or music notation software.
- Superb administrative skills including attention to detail, project management skills, and the ability to plan, prioritize, and handle multiple deadlines.
- Ability to work independently, prioritize tasks, take initiative, and exercise good judgement, while maintaining the ability to successfully work in a team environment.
- Outstanding interpersonal skills, including the ability to interact with administrative and production teams, conductors, and guest artists in a professional, confidential, timely, and tactful manner.
- Strong written and verbal communication skills.
- Ability to work flexible hours, including evening and weekend hours during rehearsals and performances.
- Must have reliable transportation.
- Able to lift, carry, and/or move up to 45 lbs.

DESIREABLE

- Minimum of two years professional experience as an orchestra librarian or library intern at the conservatory or professional orchestra level. Experience as an orchestra musician preferred.
- Knowledge of copyright laws, and experience working with publishers related to licensing needs.
- Experience working with binding/photocopying/scanning equipment and materials suitable for preparing orchestral parts to MOLA standards.
- Knowledge and experience working with iPad, Apple forScore, Microsoft Office, and Google G Suite.

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with “Librarian” in the subject line. Applications will be reviewed until the position is filled. All applications will be treated as confidential. Electronic submissions only – no phone calls. Reference and background check will be completed during final interview process. If you require any assistance or accommodations during the interview process, please include this information when submitting your application.



The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.