

Position Title: Orchestra Librarian  
Position Type: Part-Time  
Reports To: Director of Concert Operations



#### POSITION SUMMARY:

The Orchestra Librarian is responsible for providing and organizing all music needed for performances, and maintaining the orchestra's library of parts and scores. This position requires that an individual will possess excellent interpersonal skills and decorum. Exceptional communication, organizational and administrative skills are necessary. The successful candidate will be detail-oriented and preferably possess knowledge and experience regarding digital orchestra management systems. Must be able to work independently as well as within the structure of the orchestra's production team.

#### RESPONSIBILITIES:

- Provide music information and support during the season planning process, including research of editions, costs, etc.
- Check with the Music Director for preferences and/or if personal score is used
- Acquisition - Purchase music and execute rental contracts
- Double-check deliveries for accuracy in scores and parts, e.g. edition is accurate, measure markings match score, etc.
- Communicate with the Principal Strings to coordinate a season bowing schedule. Ensure bowing procedures and timeline are followed
- Mark all errata, cuts, and corrections clearly on scanned/concert parts
- Ensure that the scanning of music is done in a professional and careful manner
- Consolidate the music for each concert in NBSO's digital orchestra management system. NBSO uses Ensemble Manager
- Review with the Production team to advance any needs for auxiliary instruments or doubling
- Attend all rehearsals and concerts
- Distribute to and collect music folders from the orchestra
- Follow after concert music procedures as listed in the librarian handbook
- Periodically shelf check and maintain inventory in the NBSO Music Library
- Keep ASCAP and BMI accounts updated with performance information

- Work with Personnel Manager to ensure distribution of high-quality orchestral excerpts to audition candidates as well as music director and audition committee

#### QUALIFICATIONS:

- Bachelor's degree in music or equivalent musical knowledge
- Must possess a passion for the performing arts
- Impeccable attention to detail and tracking deadlines
- Excellent communication, interpersonal, and organizational skills
- Experience working in a professional level orchestra/performance library
- Computer skills and experience with spreadsheet, word processing, and database programs
- Proficiency with digital editing software, such as: Adobe Pro and Mobile scanning applications, such as: Genius Scan.
- Experience with arts management systems is a plus
- Responsible, reliable, even-tempered and mature with the ability to handle fast-paced demands and rush periods
- Ability to work daytime, evenings, and weekends as needed
- Job requires the ability to lift and carry boxes up to 50 lbs.
- Team player - Symphony staff works closely together to produce each concert

COMPENSATION: \$20K per year

#### ABOUT THE NEW BEDFORD SYMPHONY ORCHESTRA

The mission of the New Bedford Symphony Orchestra is to place the world's finest music at the center of the cultural life of the South Coast community. The NBSO enriches the lives of adults and children through the transforming power of great music, performing concerts at the highest level of professional standards, and providing educational programs for children and listeners of all ages that deepen their enjoyment and understanding of music and make it a part of their daily lives. The NBSO is committed to building strong relationships with other music and cultural organizations in our region because collaboration makes all organizations, *and your community*, stronger. [Mission and History - New Bedford Symphony Orchestra](#)

#### APPLICATION PROCESS:

To apply for this position, please submit your cover letter and resume by email no later than 5:00 p.m. on May 30, 2025, to David Prentiss [dprentiss@nbsymphony.org](mailto:dprentiss@nbsymphony.org) with Librarian in subject line. The New Bedford Symphony is an equal opportunity employer.