



Youth Orchestra Librarian Job Description

Job Title: Youth Orchestra Librarian

Reports to: Education Director & Music Director

Job Summary: The Youth Orchestra Librarian is responsible for preparing and organizing all of the music needed for all rehearsals and performances throughout the year. This will require coming to the ASO offices a few times a year to edit, print, and assemble music booklets.

Job Duties and Responsibilities:

Music Preparation

- Assist in all aspects of music preparation, including but not limited to editing, proofreading, printing, distribution, and marking string parts.
- Work with conductors and soloists to prepare music according to their specific requirements.
- Review all music to determine if orchestra parts meet acceptable standards: legible parts, page turns, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
- Ensure that there are enough parts; provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice.
- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts.
- Assemble booklets and arrange music in orchestra folders

Concert/Rehearsal Duties

- For rehearsals and concerts, arrive 15 minutes early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternatives.
- Distribute any new music at rehearsals; assist Music Director and musicians with needs related to printed music.
- Follow up at every rehearsal with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.