



Position: Principal Librarian
Department: Artistic Operations
Reports to: Executive Vice President & General Manager
Status: Full-Time, Exempt
Supervises: Assistant Librarian

Job Description

The Virginia Symphony Orchestra is seeking a Principal Librarian to support the musicians by providing and organizing all of the music needed for performances (including subcontracted, dance, opera, and chamber music programs) and to maintain the orchestra's library of parts, scores, and recordings.

Principal Responsibilities:

Music Procurement

- Arrange for the purchase or rental of materials to meet program needs for the orchestra, chamber ensembles, and chorus
- Take delivery of and track incoming music, pack, and ship outgoing music, and maintain shipping records
- Check all incoming and outgoing performance materials for condition and completeness
- Ensure the prompt return of rented or borrowed materials
- Have a comprehensive knowledge of U.S. and international copyright laws and acquire all necessary permissions and licenses (such as grand rights, mechanical, and synchronization) for all materials owned, borrowed, or rented for use in VSO performances and recordings
- Work with conductors and artists to procure music in a timely manner

Music Preparation

- Assist in all aspects of music preparation for orchestra and chamber music performances (both VSO-presented and subcontracted), including but not limited to editing, proofreading, distribution, and marking 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, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that potentially could disrupt rehearsals
- Provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and for all section string players for pre-rehearsal practice
- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts
- Assemble and arrange music in orchestra folders

- Distribute music to musicians according to the schedules outlined in the Collective Bargaining Agreement (for orchestra) and dictated by Chorus Manager (for chorus)
- Ensure that arrangements and editions correspond with all parts and the conductor's score

Concert/Rehearsal Duties

- For assigned rehearsals and concerts, arrive one hour early to execute any changes in bowing, etc. Ensure that all musicians have music. Collect and store all music at the conclusion of the concert cycle
- Assist conductors and musicians with needs related to printed music
- Follow up at rehearsals with conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.
- Prepare and maintain Librarian's concert duty schedule
- Place the conductor's music on the stand for each segment of the concert

Orchestra Library Maintenance

- Maintain the Symphony's collections of scores and parts, including orchestral, choral, and chamber works; repair and maintain music in folders
- Catalogue and file music purchased for the orchestra's collections, maintain accurate inventory, and ensure adequate security
- Track all items borrowed from the library, i.e., individual parts, scores, and reference materials; ensure their timely return
- Catalogue, file, and maintain the Symphony's recording archives

Administrative

- Supervise Assistant Librarian position
- Maintain program, instrumentation, and performance information in OPAS
- Provide program listings, instrumentation requirements, and other information to staff on request; proofread program book
- Review and process all payments for music and supplies
- Report to all appropriate licensing organizations all music performed on all concert series
- During the budgeting process, provide projected expense figures for the planned repertoire

Other

- Prepare music for all auditions
- Assist artistic staff in obtaining needed scores and preparing music to be performed
- Attend Staff, Production, and other required meetings
- Assist artistic staff in researching possible repertoire
- Any other assignments that help drive the VSO's forward-thinking vision, achieve our mission, and abide by our organization's core values

Desired Qualifications:

- Bachelor's Degree (in Music or related field preferred) or equivalent experience.
- At least 2 years' experience in a comparable position.
- Strong computer skills and proficiency in Microsoft Office (Word, Excel, Outlook); experience with OPAS preferred.
- Proficiency in Sibelius, Finale, Dorico, or other compatible music engraving software preferred

- Ability to work with different personalities
- Strong project management skills and ability to juggle multiple tasks at different stages simultaneously
- Must be able to work nights and weekend
- Must have a solid commitment towards equity, diversity and inclusion

Compensation:

\$45,000-\$50,000 salary range, commensurate with experience, plus excellent benefits, including health insurance and leave.

To Apply:

Interested candidates should send a cover letter and resume by **Monday, February 20, 2023** to:

Christy Havens, Executive VP & General Manager
Virginia Symphony Orchestra
150 Boush Street, Suite 201
Norfolk, VA 23510
chavens@virginiasympphony.org
(757) 213-1421

As part of the first round of the audition process, invited candidates will be issued a series of projects to be completed and returned within the span of one week. The second part of the first round will consist of a virtual interview with the committee, to include a round of general questions about orchestral repertoire. Finalists will then be invited to an in-person written test and extended interview with the committee.

If you are hired, we will require you to prove that you have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

VSO Statement on Attracting Candidates from All Backgrounds

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.