



Job Opening: Orchestra Librarian (part-time), Yakima Symphony Orchestra
Application deadline: priority consideration by September 30, 2021; but open until filled

Job Summary

The Yakima Symphony Orchestra Librarian is responsible to secure, organize and distribute all music needed for performances and auditions, and to maintain the orchestra's library of scores and performance materials.

Primary Responsibilities

- 1) Work with music publishers and distributors to research and procure performance materials, promptly return all rented or borrowed materials.
- 2) Manage a complex, multi-layered music preparation process, including coordination of bowing decisions by principal string musicians and adherence to the requirements of the music director, as well as bowing, correcting and clarifying parts prior to distribution.
- 3) Distribute performance materials to musicians in a timely fashion in advance of performance sets.
- 4) Attend all orchestra services, including evenings and weekends, as well as weekly staff meetings.
- 5) Organize and maintain orchestra library and performance materials owned by YSO.
- 6) Participate in planning for fiscal and operational needs surrounding season repertoire.

Please request a complete job description for a more comprehensive list of duties and responsibilities.

Required Qualifications

- 1) Musical training at the college/university level sufficient to perform the above responsibilities with minimal training and supervision, including some degree of string instrument expertise.
- 2) Strong organizational and communication skills, 'soft skills' to interact responsively and effectively with multiple constituencies, and unrelenting attention to thoroughness and detail.
- 3) Residence within one hour of Yakima (driving), reliable transportation and a flexible schedule.
- 4) Competence with MS Office software and file sharing applications, and if working from home a reliable computer and internet connection.
- 5) Willingness and ability to lift up to 50 pounds on a regular basis.
- 6) As of September 15, 2021 all YSO employees are required to provide proof of full vaccination against COVID-19, with certain limited exceptions.

Compensation:

This is a part-time, non-exempt hourly position, beginning at \$15-17/hour depending on experience and skill level, on a biweekly pay period. Hours per week can be highly variable depending on time of year and the candidate's notational and organizational skills, but they should average less than 20 hours/week over the course of 52 weeks. Total annual compensation depends on these factors and on the number of concerts and music preparation needs for any given season, estimated at \$10-15k.

To Apply:

Please email or mail a resume with cover letter of interest to: David Rogers, YSO Executive Director, at director@ysomusic.org or by mail at Yakima Symphony Orchestra, 32 North 3rd Street #333, Yakima, Washington 98901.

The Yakima Symphony Orchestra will present a full season of concerts of the highest artistic quality and offer exceptional educational programs. Within a sustainable financial structure, the YSO will provide the community with extraordinary musical performances and will demonstrate value as a regional cultural and economic asset.