



Employment Opportunity

Title:	Music Librarian
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Full-time, Exempt, Seasonal
Employment Period:	March 1 through August 10, 2021*
Santa Barbara Residency:	June 7 through August 10, 2021*

* Dates subject to state and county restrictions related to COVID-19

Position Description

The Music Librarian oversees all activities of the circulation and orchestra library, including the preparation, distribution, and collection of music for any orchestra concerts, chamber orchestra concert, opera productions, and various chamber performances. The Music Librarian works closely with faculty, conductors, fellows, and Music Academy administration and reports to the Senior Director of Festival and Production.

Position Responsibilities

- Procure, and prepare music for orchestra, opera, ensembles, and chamber groups, including managing rentals and purchases
- Prepare and distribute all audition and competition packets
- Confirm and distribute instrumentation details
- Prepare and distribute practice parts to faculty and fellows including pre-summer scans of all chamber and orchestra parts, as well as audition and competition packets
- Distribute orchestra folders prior to rehearsals and concerts, attend rehearsals/concerts, and reset music during stage changes as necessary
- Manage bowings, cuts, and other musical markings as necessary
- Manage folders and scores at all orchestra services
- Manage billing, tracking invoices and ensuring timely payments to vendors
- Manage inventory of current holdings, new acquisitions, and rental music
- Supervise and manage Library Assistant
- Provide customer service to faculty and fellows during library office hours including check-out of music folders as well as locating solo/chamber music in library stacks

Candidate Profile

The Music Academy of the West seeks to hire candidates who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

Preferred Qualifications

- Three years orchestral or opera library experience
- Knowledge of classical music
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision
- Excellent written and verbal communications skills
- Excellent critical thinking, strategic planning, and problem-solving skills
- Independently motivated
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor
- Previous summer festival experience
- Ability to lift and distribute heavy boxes of music.

Additional Requirements

Some evenings and weekends are required, including concert duty. Traveling between Miraflores campus and off-site venues is frequently required.

Reporting Structure

The Music Librarian reports to the Senior Director of Festival and Production.

Compensation and Benefits

The Music Librarian compensation range is \$4,000-5,000 for the employment period and is commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits. Housing is included during the residency period.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org. No phone calls, please.

The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

Music Academy of the West

Founded in 1947, Music Academy of the West offers year-round programming for the local community and talented musicians from around the world. Each year, 140 fellows ages 18-34 are selected by merit-based audition from more than 2,000 applicants worldwide to participate in an eight-week Summer School and Festival to prepare them for 21st-century careers. During the Summer Festival, fellows receive opportunities for advanced study and frequent orchestral,

chamber, recital and masterclass performances under the guidance of more than 70 internationally renowned faculty and guest artists. Each fellow attends on full scholarship covering tuition, room and board. In 2018, the Music Academy began a partnership with the London Symphony Orchestra (LSO) that brings LSO musicians to Santa Barbara to teach and perform and sends twelve Keston MAX Fellows to London for ten days of training and performance with the orchestra. Career-launching opportunities for fellows and alumni are offered through the Academy's Innovation Institute. Summer Innovation Seminars bring together industry leaders and cutting-edge artists to engage fellows and audiences in discussion about the present and future state of classical music, while the annual Fast Pitch Awards give fellows a platform to present their entrepreneurial ideas. The Academy's Alumni Enterprise Awards have provided more than \$220,000 in grants for forward-thinking projects in artistic expression, audience development, education, community engagement, social justice and technology; recipients of the awards are also invited to attend a five-day Innovation Residential. Academy alumni create careers in music and beyond and are members of major symphony orchestras, chamber orchestras, ensembles, opera companies, and academic faculties throughout the world. Music Academy of the West also provides music education locally through *Sing!*, a free, after-school choral initiative for seven-to-twelve-year-olds from 28 schools in Santa Barbara County. The Academy presents more than 150 public events annually in four campus venues and in sites across Santa Barbara and online. For more information, please visit musicacademy.org.