



BUFFALO PHILHARMONIC ORCHESTRA

Buffalo Philharmonic Orchestra Society, Inc. Job Description

Job Title: Principal Librarian

Date: September 2021

Administrative

- Oversee the Music Library; supervise all library staff and work schedules
- Work with Administration to prepare annual Library budget
- Review and process all payments for music, equipment and supplies; advise on need to acquire and/or update Library equipment and supplies as necessary.
- Provide programs, instrumentation requirements and other information to staff members, highlighting any unusual performance and/or instrumentation needs.
- Maintain accurate orchestra performance records
- Provide season programs to performance licensing organizations (ASCAP, BMI).
- Manage preparation of music for all auditions
- Assist artistic staff in obtaining perusal scores, piano reductions, etc.
- Establish and maintain contacts and good working relationships with publishers, orchestra industry colleagues and other resources.

Music Procurement/Licensing & Grand Rights

- Determine what musical materials are to be ordered or purchased and acquire them in a timely fashion. Negotiate favorable costs where applicable.
- Negotiate fees with copyright owners related to broadcasts, internet streaming, recordings, grand rights and other applicable copyright-related issues.
- Work with the Vice President, Orchestra on securing needed licensing for all projects involved with electronic media, including: online concert series, live streaming and social media activity.
- Take delivery of incoming music. Check all incoming and outgoing performance materials for condition and completeness. Pack and ship rental returns and maintain shipping records.

Music Preparation/archival recording keeping

- Determine from Conductors and Principal Players what preparation is required prior to service and supervise librarians in the execution of such preparation.
- Serves as a resource for conductors, artists and the artistic personnel staff regarding repertoire.
- Review all music to determine if orchestra parts meet acceptable standards, i.e. that they are legible and contain correct bowings, adequate rehearsal letters, numbers and measure numbers. Ensure that rehearsal letters/numbers and measure numbers are compatible between conductors' scores and player's parts. Take necessary steps to correct problems that could potentially disrupt rehearsals.
- Provide parts sufficiently in advance to the Concertmaster and other designated string principals for bowings, and to all musicians as per the CBA.
- Maintains archival records of performance data in OPAS.

Concert/Rehearsal Duties

- Assure that a Librarian is present at every rehearsal and concert at least one hour prior to the posted starting time.
- Set conductor's scores and batons; collect all scores at the conclusion of the service
- Distribute and collect all music at concerts and rehearsals. Assist conductors 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, bad page turns, etc.

Orchestra Library Maintenance

- Maintain the orchestra's collection of scores and parts in good condition; repair and maintain music and folders as needed.
- Catalogue and file all music in the orchestra library, maintain accurate inventory and ensure adequate security
- Track all items borrowed from the library and ensure their timely return.

Qualifications:

- Undergraduate degree in music and a minimum of three years' experience as a librarian with a major orchestra.
- Comprehensive knowledge of orchestral repertoire, music theory, foreign terms, musical terms/signs, transposition and notation.
- Team player who can work independently; strong problem solving and organizational skills.
- Ability to work with a variety of personality types.
- Ability to prioritize and multi-task in a fast paced environment.
- Ability to read/write music in different clefs and transpositions.
- Proficient in computer notation software, Microsoft Office Suite, OPAS or ArtsVision.

Working Conditions/Physical Demands:

- Have the ability to accommodate flexible hours including evening and weekend hours.
- Domestic and international travel is possible, must have a current passport.
- The ability to carry up to 30 pounds of materials down hallways & stairs.

Primary Reporting Responsibility: Vice President, Artistic & Orchestra Operations

Application process:

Please submit:

- cover letter
- resume
- One page sample of hand written manuscript and computer manuscript (16-24 bars)

Send to Alison Bolton, Vice President, Artistic and Orchestra Operations by 10.31.21, abolton@bpo.org.

21-22 Buffalo Philharmonic Orchestra information:

- \$54,177.60 annual base salary (includes \$75 weekly EMG) plus overscale as per CBA.
- 40week season
- Health insurance plan with employee contribution
- Pension contribution; Short and long term disability plans

Equal Employment Opportunity Policy:

The BPO/Kleinhans provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.