



Job Title: **Music Librarian**
Reports to: Associate Director of Conservatory Programs
Employment Status: Part-time, non exempt

About this Position

The San Diego Youth Symphony and Conservatory (SDYS)'s mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. It does this through both its Conservatory Program and Community Program.

Under the supervision of the Associate Director of Conservatory Programs, the Music Librarian manages the acquisition, organization, storage, and use of print and digital collection of music for both its Conservatory and Community Programs. The responsibilities include but are not limited to:

Music Orders, Purchases, and Rentals

- Develop and implement music ordering protocols for Conservatory and Community Programs.
- Order, purchase, rent, and track all required music and materials within the assigned budget and guidelines.

Music Preparation

- Process and prepare music scores and parts for distribution according to the annual music distribution timeline for Conservatory and Conservatory Programs.
- Review, assess, recommend, and implement changes to the annual ordering timeline based on the yearly curriculum designs.
- Order music library supplies including music tape, special papers (ledger and 10 x 13 sizes) as necessary.
- Fulfill lost music requests by students.
- Transpose parts when requested in consultation with faculty and supervisor.
- Create coach sets for percussion coaches (Sinfonia, Wind Symphony, Concert Orchestra, Concert Winds) as well as other occasional sectional coaches.
- Prepare extra scores as needed for occasional substitute faculty.

Administrative, Records, and Music Library Maintenance

- Update current repertoire and performance history documents for Conservatory Programs.

- Maintain accurate records and storage of electronic, physical, and CD music libraries.
- Track distribution and collection of all parts and scores.
- Obtain necessary licensing of mechanical, performance, and synchronization rights based on needs of concert programming and recordings.
- Submit the collection of SDYS programs to BMI and ASCAP.
- Write program notes for concert programs as requested.
- Coordinate and train volunteers to assist in music library projects.

Other duties as assigned by the Associate Director of Conservatory Programs.

Desired Qualifications

- Ability to read all orchestra clefs.
- Highly organized with attention to detail.
- Well-versed with current copyright and performance laws.
- Well-versed with Google software, Microsoft Office suite, and Sibelius/Finale.
- Strong interpersonal and communication skills.
- Knowledge and familiarity with publishing companies and sheet music houses.
- Experience working in a music library preferred.
- Well-versed in the translated names of all instruments in the following languages: Italian, German, French, Spanish, Russian. (Some knowledge of reading Cyrillic can be helpful as well, especially pertaining to Shostakovich, Kabalevsky, Tchaikovsky, Prokofiev, etc.)

A Few Benefits of Being on the SDYS Team:

- Collaboration with local musicians
- Free admission to Balboa Park museums (including the San Diego Zoo) per the Balboa Park Cultural Partnership
- Opportunities for potential additional work within the SDYS organization

This is a part-time, hourly position up to 9 hours/week with some responsibilities on weekends and/or evenings depending on the season calendar. To apply, please email a current resume and thoughtful cover letter to hr@sdys.org. Select candidates will be asked to participate in a sample music librarian exercise.

About the San Diego Youth Symphony:

The San Diego Youth Symphony and Conservatory (SDYS)'s mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. We do this through both our traditional youth symphony programming (Conservatory Programs) and our neighborhood-centered programming (Community Programs). We know firsthand that education, social, community, and personal transformations happen when music is taught collaboratively and with excellence. We are adding more of that to the world.