

**Wisconsin Chamber Orchestra**  
**Music Librarian**  
**Position Description**



**Overview:**

Wisconsin Chamber Orchestra (WCO) seeks a Music Librarian to join our dynamic team to assist the orchestra in successfully executing world-class performances and managing concert performances across Wisconsin.

Reporting to the Director of Operations, the Music Librarian is responsible for all orchestra library functions such as: cataloguing and preservation of music; acquisition and preparation of music for rehearsals and performances; supplying music for all Wisconsin Chamber Orchestra functions including, but not limited to, orchestra rehearsals, performances, and auditions, serving as source of musical reference and assistance to members of the Wisconsin Chamber Orchestra and its staff. The Music Librarian ensures that all sheet music that is supplied to musicians is in accordance with the Collective Bargaining Agreement. The Music Librarian is present at all orchestra services ensuring that the Collective Bargaining Agreement is upheld and any sheet music requests are accommodated.

**Who you are:**

- A working knowledge of orchestral performance practices, repertoire, and ability to read music.
- Passionate about sheet music.
- Ability to work collaboratively as part of a team.
- Excellent organizational, time management communication skills.
- Proficiency with Microsoft Office Suite, Adobe Acrobat, InDesign, Photoshop, Sibelius/Finale/Dorico.
- Ability to work independently, take initiative, and be a part of a vibrant team.
- Ability to balance multiple projects under strict deadlines and budgets.
- Attention to detail and problem-solving skills.
- Has a valid driver's license.

**Benefits:**

- 25 hours a week
- \$18-\$20/hour, commensurate with experience
- Full Health and Dental Benefits
- Flexible working environment

**Position Responsibilities:**

The following are the primary/essential functions of the position, although are not all-inclusive.

- **Manage Printed Music**
  - Arrange for the purchase, distribution, rental and purchased music to meet program needs for the orchestra and chorus.
  - Distribute music as determined by schedule and collect music after performance.
  - Music editing, proofreading, distribution, and marking parts.
  - Work with conductors and soloists to prepare music according to their specific requirements.
  - Prepare sheet music for auditions.
  - Print and prepare choral parts as necessary for performances.
- **Orchestral Services**
  - Ensure that all orchestral services run as smoothly and follow all aspects related to the Collective Bargaining Agreement (CBA).
  - Administer and oversee compliance with the CBA as well as all AFM national electronic media agreements and IMA.
  - Attend all orchestra services.
  - Available at orchestra services for any sheet music related needs.
- **General Administration**
  - Maintain program, instrumentation, and performance information.
  - Provide program listings, instrumentation requirements, and other information to staff upon request, proofread program books.
  - Report to all appropriate licensing organizations all music performed on all concert series.
  - Communicate with Music Director and Director of Operations about specific musical requirements for each program.
  - Assist artistic staff in researching possible repertoire.
  - Other production, operations, and/or education program support as assigned.
  - Other duties as assigned.

## **ABOUT THE WISCONSIN CHAMBER ORCHESTRA**

*No other arts organization in Wisconsin performs for more people each year. Today, Maestro Andrew Sewell and the musicians of the Wisconsin Chamber Orchestra (WCO) bring world-class music to more than 250,000 music lovers annually. Founded in 1960, the WCO is one of Madison's gems, a national caliber chamber orchestra behind the now four-decade summer tradition of Concerts on the Square.*

*The WCO also presents the classical Masterworks Series at the Overture Center, the annual sell-out Messiah and education concerts for families and children. In 2021, the WCO launched its first Composer in Residence program, bringing in acclaimed composer, author, musician and professor Dr. Bill Banfield to write major works while in residence. The WCO also launched the Composer Collective, a project to perform and record the works of composers. To learn more about the Wisconsin Chamber Orchestra visit [wcoconcerts.org](http://wcoconcerts.org).*

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## **TO APPLY**

*Submit a cover letter, resume, and references to Sam Pavel, Director of Operations. [sampavel@wcoconcerts.org](mailto:sampavel@wcoconcerts.org)*

*WCO is hiring immediately for this position. We will accept applications until this position is filled.*

