

## **Librarian (part time)**

**Reports to: Music Director/Executive Director**

**Role Profile: Librarian is responsible for all tasks associated with ordering, preparing, distributing, and archiving music for IPO concerts and related events. Librarian will abide by conditions governing the preparation and distribution of music as outlined in the collective bargaining agreement between IPO and the Chicago Federation of Musicians, Local – 208.**

### **Prime Responsibilities:**

- Facilitate all music needs of IPO for each season, utilizing current IPO library and/or third party publishers.
- Work with Concertmaster and Principal string players to ensure bowings are prepared in a timely manner as stipulated in IPO CBA. Prepare and distribute all music for musicians in a timely manner as stipulated in IPO CBA.
- Communicate any musical inconsistencies with Music Director, and musicians, as necessary, in a timely manner – offering solutions as appropriate.
- Ensure all music is placed on stands or otherwise ready for musicians in advance of all services.
- Work with Executive Director to proactively budget for music needs in advance of each season. Offer alternatives when possible.
- Archive IPO music. Maintain Master Library List.
- Maintain Master Repertoire lists by season and composer.
- Act as first point of contact for Classical Evolve Competition submissions. Catalog all submissions into spreadsheet and google drive folders for viewing by judges. Respond to applicant questions and notify all applicants of results of Round 1.

### **Skills:**

- Extensive classical musical knowledge.
- Keen attention to detail and an open, curious nature.

### **Work Hours:**

- Flexible schedule. Librarian must be present for all IPO main-stage concerts and rehearsals, including Classical, Pops, Holiday, Youth and Classical Evolve Concerts. Currently, IPO has 35-45 such services annually.

**Compensation:** Salary commensurate with experience.

**Interested persons should email resume and letter of interest, with subject line “Librarian Inquiry” to: Christina Salerno, Executive Director: [csalerno@ipomusic.org](mailto:csalerno@ipomusic.org)**

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