

# DES MOINES METRO OPERA

**JOB TITLE:** Orchestra Librarian

**REPORTS TO:** Director of Artistic Administration

**CLASSIFICATION:** Independent contractor

**WORKS CLOSELY WITH:** Music Director and Principal Conductor, guest conductors, Orchestra Personnel and Operations Manager, Des Moines Metro Opera Orchestra musicians

## SUMMARY:

The **Orchestra Librarian** is responsible for the preparation and distribution of all music for rehearsals and performances of the Des Moines Metro Opera Orchestra. This self-motivated individual will possess excellent interpersonal skills and decorum, as well as exceptional communication, organization, and administrative skills. The successful candidate will be detail-orientated and able to maintain composure in a fast-paced environment.

## DUTIES and RESPONSIBILITIES:

- Manage legible preparation of all music, including pagination, bowings, cuts, edits and inserts as requested by conductors, erasure of extraneous markings, distribution of parts, and ensuring all aforementioned elements correspond with conductors' scores.
- Distributes orchestra parts according to established CBA timelines.
- Assist with music acquisitions, purchases and rental materials. Verify accurate content and condition of music received regarding the score and packing lists.
- Coordinate the bowing cycle among concertmaster and string principals, as well as conductors when appropriate.
- Proofread and mark sets with available errata, and create errata lists as needed.
- Add measure numbers and/or rehearsal letters/numbers as needed.
- Assemble folders for concerts as programmed.
- Attend and provide support at rehearsals and performances.
- Ensure prompt collection and return of music to the library and rental agencies.
- Assist with maintaining the library's collection and catalog of orchestra parts, scores, and archival materials.
- Assist with preparation of materials for orchestra auditions.
- Provide guidance to Orchestra Management Intern during the summer season to assist with administrative tasks and library maintenance as available.

## EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree from a four-year college, university, or conservatory with knowledge of music theory, music history, orchestral literature and performance practices preferred.
- Experience as an orchestra librarian with a professional orchestra is preferred.
- Driver's license and vehicle access required.
- Proficiency with Microsoft Office, Outlook, Word, Excel, Google Suite, Dropbox and Finale/Sibelius.
- Impeccable attention to detail and accurate work under pressure.
- Ability to work independently as well as in a team setting.
- Must be flexible in prioritizing multiple tasks.
- Strong communication, interpersonal, organizational and time management skills.

PHYSICAL DEMANDS:

- Must be able to lift up to 25 pounds.
- Required to sit for extended periods of time.
- Requires the ability to stand, walk and bend.
- Requires frequent use of hands, stooping and lifting.
- Ability to work in loud noise environments.

DATES AND RESIDENCY REQUIREMENTS:

- Agreement dates are October 1, 2023 through August 31, 2024 with possible annual renewal.
- This position is remote except for the summer festival season.
- Must be in residence and fully available for the summer festival season, approximately June 12-July 23, 2024. Housing provided during residency.
- Residency during orchestra workshop for *American Apollo* is desired. Dates TBD in March 2024.

COMPENSATION:

- \$10,000, paid in monthly installments.
- Housing and travel stipend provided for residency periods.

APPLICATION PROCESS:

Please submit a cover letter, resume and contact information for two professional references. Email or by mail to:

Des Moines Metro Opera  
Attn: Allen Perriello, Director of Artistic Administration  
106 West Boston Avenue  
Indianola, IA 50125  
[aperriello@dmmo.org](mailto:aperriello@dmmo.org)

DEADLINE:

Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.