



NATIONAL REPERTORY  
*orchestra*

## **National Repertory Orchestra - Music Library Fellow**

**Department:** Operations  
**Office:** Breckenridge – Seasonal  
**Location:** Breckenridge, CO

**Description:** The Music Library Fellow is a member of a three-person library team. The library staff is also aided by the assistance of several Orchestra Members in the preparation of bowings and marking of parts. The library staff is responsible for the preparation, distribution, and collection of all orchestral parts throughout the duration of the festival, including concerts, special events, and run-outs. The Music Library Fellow is expected to work closely and effectively with the Music Librarian, Assistant Music Librarian, Music Director, Guest Conductors, Director of Operations, and Orchestra Manager to ensure clear communication regarding library information among the staff and clear dissemination of information to the orchestra.

**Duties and Responsibilities:** Assisting the Head Librarian and Assistant Librarian in the daily functions of the orchestra library including but not limited to: occasionally serving as principal librarian for chamber orchestra concerts, potential to serve as assistant librarian for full orchestra concerts, occasional supervision of work-study assignments, marking and bowing parts, maintaining library catalog, preparing practice parts, receiving and inventory of new acquisitions and rental music, providing parts to string principals and/or conductors for bowing masters, setting the stage prior to every rehearsal and concert, checking out parts, determining orchestration needs, repairing music, creating page-turn inserts, inventorying all library and trade holdings, assisting with pre-season and post-season set-up, and break-down of all music library equipment.

**Attire:** Responsible for wearing appropriate "office casual" attire. Business or semi-formal dress is required at performances. A formal dress or suit is required for the Gala.

**Qualifications:** Previous music library experience is preferred but not required. Ability to read music is required. The Music Library Fellow must be even-tempered, able to work well under pressure, be willing to take directions and requests from many people, and able to prioritize tasks especially during rush periods while maintaining a positive attitude as a team member. The position requires some manual labor: lifting boxes of music weighing up to 40lbs, climbing stairs, and acquiring music from overhead shelving. Must be able to supply your own computer.

**Compensation:** Fully furnished housing, weekly food stipend, and college credit.

**Duration:** Arrive Monday, May 20 and begin work on Tuesday, May 21, 2019 – last work day Thursday August 1 and leave Breckenridge on Friday August 2, 2019.

**Apply by Thursday, January 31, 2019:** Send a cover letter, resume and a list of at least three references (include contact information and how you know them) to [info@nromusic.com](mailto:info@nromusic.com) with "Music Library Fellow" as the subject line.