



NATIONAL REPERTORY  
*orchestra*

## **MUSIC LIBRARY FELLOW**

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

### **Description:**

#### **National Repertory Orchestra – Music Library Fellow:**

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 Library Fellow is expected to work closely and effectively with the Music Librarian, Assistant Music Librarian, Music Director, Guest Conductors, COO, 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 assignments assistants, 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.

### **Qualifications:**

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

### **Compensation:**

Resort Housing, Weekly Grocery Coupons, College Credit Negotiable

### **Duration:**

Sunday, May 20 – Wednesday, August 1, 2018

### **Application Procedure:**

Please send cover letter, resume, and references to [cecile@nromusic.com](mailto:cecile@nromusic.com). PDF format preferred. For questions, email [cecile@nromusic.com](mailto:cecile@nromusic.com) or call 970.453.5825. Thank you for your interest in the National Repertory Orchestra.

**Application Deadline: Wednesday, January 31, 2018**