

RED DEER SYMPHONY ORCHESTRA

Red Deer Symphony Orchestra Music Librarian Job Posting

The Red Deer Symphony Orchestra is seeking a casual, contracted Music Librarian for the remaining 2023 Season and the 2023-24 Season. The music librarian will oversee and prepare all music required for 6 to 10 concerts. This includes marking bowings, renting music and returning rentals, organizing, distributing, and filing in the music library. The average number of musicians per service is approximately 30 and the time commitment will vary according to the program of each concert. The RDSO music library is located in Red Deer, Alberta.

Please apply with cover letter, resume, and remuneration expectations to: info@rdso.ca. We thank all applicants for their interest, however, only those under consideration will be contacted.

The Music Librarian is responsible to the Music Director and/or the Board of Directors. The responsibilities of the Music Librarian include:

- Ordering all music to be rented or purchased for all concerts performed by the Red Deer Symphony Orchestra, including the Main Series, Chamber Series, Special Performances, and all Education and Outreach programming.
- Copying any bowings or additional parts required.
- Distributing this music to all musicians involved in the concert, at least two (2) weeks prior to the first rehearsal of the work(s), as outlined in the Collective Bargaining Agreement held with the Calgary Musicians Association.
- Returning any rented music in a timely manner. Storing any purchased music in the storage facility maintained by the RDSO.
- Collecting quotes from music publishers for future music rentals and submitting them to the RDSO office to be used in budgeting future seasons.
- Providing an estimate of time required to perform the duties of Music Librarian for the next season to the RDSO office within 1 month of being advised of the programming for the next season.