

JOHNS CREEK

SYMPHONY ORCHESTRA

J O B D E S C R I P T I O N

JCSO Music Librarian

Classified as a “per service” contracted worker, the Music Librarian provides services related to the printed music needed for a given performance event. The Music Librarian is under the direct supervision of the Music Director. Duties of the Music Librarian include

- Acquisition of scores and parts for repertoire specified by the Music Director.
- Marking of parts as needed.
- Organize musicians’ rehearsal/performance folders, creating PDFs of parts and sending to musicians at least 15 days prior to rehearsal.
- Place performance folders on appropriate music stands at least 30 minutes prior to the start of a rehearsal or concert.
- Collect folders following each performance and return music to the library.
- Maintain the JCSO Music Library: cataloging and filing music as needed.
- Repair parts and scores as needed.
- Order music filing and other appropriate supplies as needed.
- Maintain the JCSO Excel Music File.

The Music Librarian shall be compensated at a rate equal to the rate specified for a “side musician” in the current Atlanta Federation of Musicians PRICE LIST SUMMARY.

Revised September 10, 2022