



POSITION DESCRIPTION

Position Title: Assistant Librarian
Status: Part – Time
Reports To: Principal Librarian

Position Summary:

The Assistant Librarian assists the Principal Librarian in the management and oversight of library services for the Jacksonville Symphony Association. This position maintains flexible office hours and provides support at rehearsals and concerts. 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-oriented and able to maintain composure in a fast-paced environment.

Responsibilities:

- Assist in the legible preparation of all music, including pagination, bowings, cuts and edits as requested by conductors, erasure of extraneous markings, distribution of parts and ensuring all elements correspond with conductor's score
- Maintain flexible office hours for contact with conductors, orchestra musicians and staff.
- Represent the Jacksonville Symphony Association in the Major Orchestra Librarians Association
- Other duties as requested or assigned.

Qualifications:

- Bachelor's degree in music (preferred)
- Significant knowledge of Symphonic repertoire (preferred)
- Knowledge of Copyright and Licensing
- Proficiency with computer notation software (Finale or Sibelius)
- Proficiency with image-editing software (Photoshop)
- Impeccable attention to detail
- Ability to work daytime, weekends and evenings as needed
- Excellent communication, interpersonal and organization skills
- Must have a positive attitude, be able to work as part of a high-functioning team, possess a passion for the performing arts with a strong desire to bring it to our audiences

Diversity, Equity and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

To Apply

Please send cover letter and resume to hr@jaxsymphony.org with "Assistant Librarian" in the subject field. Candidates selected for further consideration will be contacted. No phone calls please.

Compensation will be commensurate with experience. Proof of COVID-19 vaccination is required