POSITION DESCRIPTION

Position Title: Librarian

Status: Full – Time Exempt

Reports To: Principal Librarian

POSITION SUMMARY:

The Librarian assists the Principal Librarian in the management and oversight of library services for the Jacksonville Symphony Association. This position maintains regular 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, bowings, correcting errata, fixing page turns, marking cuts and edits (as requested by conductors), erasing extraneous markings, distribution of parts and ensuring all elements correspond with conductor's score.
- Follow the timeline and guidelines for music being available to the orchestra as outlined in the Collective Bargaining Agreement.
- Take part in rehearsal and concert duties as divided with the Principal Librarian.
- Work with the Principal Librarian to maintain the composition, instrumentation, and title fields in the OPAS database.
- Prepare audition materials for Jacksonville Symphony auditions as assigned.
- Arrange for purchase and/or rental of materials if needed.
- Provide program information, instrumentation, and other information to staff and members of the orchestra.
- Check all incoming and outgoing music rentals/purchases for completeness and condition.
- Work with Principal Librarian and Principal String players to circulate bowings as assigned.
- Will help coordinate the duties of bowmarker(s), part-time assistant(s), interns, and library volunteers with the Principal Librarian.
- Catalog new orchestral and chamber materials, and assist members of the orchestra with obtaining materials from the chamber collection for Symphony affiliated ensembles.
- Represents the Jacksonville Symphony Association in the Major Orchestra Librarians Association
- Other duties as requested or assigned.

QUALIFICATIONS:

- Bachelor's degree in music, or equivalent experience.
- Proficiency with MS office applications and Adobe Acrobat.
- Familiarity with computer notation software, such as Sibelius, Dorico, or MuseScorepreferred.
- Familiarity with image-editing software such as Photoshop preferred.
- Experience working in and/or knowledge of OPAS preferred.
- Excellent attention to detail and organization skills.
- Ability to work during the daytime, weekends and evenings as needed.
- Strong communication skills, with ability to collaborate and work well with diverse personalities.
- Must have a positive attitude, be able to work as part of a high-functioning team, possess a passion for the performing arts, as well as a strong desire to bring them to audiences.

ABOUT THE JACKSONVILLE SYMPHONY

Our mission is to enrich the human spirit through symphonic music.

The Jacksonville Symphony is North Florida's leading nonprofit performing arts organization offering live performances in Jacoby Symphony Hall at the Jacksonville Center for the Performing Arts and other venues throughout the area. Led by President and CEO Steven Libman and Music Director Courtney Lewis, the Jacksonville Symphony reaches over 165,000 individuals through over 95 performances each season. In addition, the Symphony provides musical instruction for youth and operates the Jacksonville Symphony Youth Orchestras.

APPLICATION PROCESS:

To apply for this position, please submit your cover letter and resume by email no later than 11:59 p.m. Eastern Daylight Time on November 7th, 2026 to HR Mailbox (hr@jaxsymphony.org) with "Librarian" in subject line. No phone calls please. Applicants will be asked to complete a skill assessment over a three-day period. The assessment will take no longer than 1 hour 30 minutes and can be completed and submitted at their own pace within that timeframe. This assessment will require access to a computer, printer, and basic writing supplies to complete. Details for scheduling and timeframe will be provided after the application deadline has passed to candidates who have applied.