



JOB DESCRIPTION – Assistant Librarian

JOB TITLE: Assistant Librarian

REPORTS TO: Head Librarian

DEPARTMENT: Operations

CLASSIFICATION: Non Exempt

The Phoenix Symphony is seeking candidates for an Assistant Librarian position. This position will be limited to 20 - 30 hours per week, 42 weeks per year, including some rehearsal and performance duties. Candidate must be able to travel between The Phoenix Symphony library, administrative office, Symphony Hall, and other concert venues.

Job duties:

- Researching information regarding programming as requested
- Preparation of parts including marking bowings, cuts and edits
- Assist with shipping and receiving music
- Assembling and disassembling concert folders
- Assist with data entry, and recordkeeping.
- Assist with support of ensembles and conductors at rehearsals and concerts.

Qualifications:

- Basic knowledge of music theory, history, and terminology
- Basic knowledge of orchestral repertoire
- General knowledge of pops repertoire
- Candidate should be flexible, with strong organizational skills and attention to detail
- Candidate must be able to work both independently and as part of a team, and must be comfortable working closely with musicians, staff, guest conductors, guest artists, and the Music Director
- Musical performance background preferred
- Prior music library experience preferred
- Knowledge of Microsoft products needed, knowledge of OPAS a plus

The Phoenix Symphony is an Equal Opportunity Employer.

Please email your resume and letter of interest to:

achenev@phoenixsymphony.org –No phone calls please