

# Dearborn Orchestral Society (DOS) dba Dearborn Symphony

## Position Description

Job Title: Music Librarian

Reports to: Executive Director, Music Director

Works with: Executive Director, Music Director, Personnel Manager, Office Manager, Treasurer

### **JOB DUTIES AND RESPONSIBILITIES:**

The DOS Music Librarian is responsible for providing and preparing all printed music needed for performances, and for maintaining the orchestra's library of parts and scores.

### **MUSIC PROCUREMENT**

- Pull upcoming season's music from its source, inventory all parts, notify the Music Director of any anticipated problems (should be completed by July 31).
- Arrange for the purchase, rental, or borrowing of music to meet program needs for the concerts.
- Take delivery of and track incoming music. Check all for condition and completeness.
- Ensure prompt return of rented or borrowed materials via insured mail or FedEx. Check all for condition and completeness. Maintain shipping records.
- Ensure adherence to copyright laws.

### **MUSIC PREPARATION**

- Assist in all aspects of music preparation, including, but not limited to editing, proofreading, distribution, and marking string bowing.
- Work with conductors and soloists to prepare music according to their specific requirements.
- Review all music to determine if orchestra parts meet acceptable standards – legible parts, adequate rehearsal letters, numbers, and measure numbers. Correct problems that could potentially disrupt rehearsals.
- Provide parts to the Music Director/Concertmaster at least six weeks prior to the first rehearsal for bowing. Once received back, upload bowed music for digital distribution to musicians as practice scores, and add markings to all printed music.
- Ensure there are enough parts for every musician.
- Assemble and arrange music in orchestra folders and make available to musicians no later than two weeks prior to the first rehearsal. Place music folios in DOS office for pickup for those who request this.
- Prepare music for all auditions.

## **CONCERT/REHEARSAL DUTIES**

- For assigned rehearsals and concerts, arrive one hour early to ensure that all musicians have music and to execute any last minute changes (e.g. bowing).
- Transport folders that have not been picked up by musicians to all rehearsals and distribute or provide alternatives.
- Clear the stage of all music after each rehearsal as required and after each concert.
- Collect all music after each concert. Inventory all parts and contact musicians immediately concerning missing or damaged parts.
- Return all music to its appropriate source in a timely manner so as to avoid fines. Inform the Personnel Manager when fines should be applied to a musician.
- Assist Music Director and musicians with needs related to printed music.

## **ORCHESTRA LIBRARY MAINTENANCE**

- Maintain the orchestra's collection of scores and parts in the DOS office; repair and maintain music and folders.
- Catalogue and file music (in correct parts order) purchased for the orchestra library, maintain accurate inventory, and ensure adequate security.
- Track all items borrowed from the library, i.e. individual parts, scores, reference materials; ensure their timely return.
- Replace lost or damaged music.

## **ADMINISTRATIVE**

- Update electronic library catalogue with all music changes. Work with office manager to maintain an up to date list in a shared folder on the organization's Google Workspace account.
- Assist the E.D. and Treasurer in preparation of annual library budget.
- Research availability and cost of music to be ordered for the next season.
- Review and request from E.D. all payments for music and supplies.
- Report music lost or damaged which must be replaced to the E.D. before proceeding with resolution.
- With the Treasurer, ensure reporting to all appropriate performance licensing organizations (ASCAP, BMI, SESAC) for music performed; review and submit annual fee bill to Treasurer and Office Manager.
- Submit written report for the Annual Meeting.
- Use discretion when renting DOS owned music to other organizations; keep written records of the condition of the rented music and number of parts for each instrument; bill for damaged or missing parts within five days of return of music.

**Status:** The Contractor shall perform all services as an independent contractor, not as an employee, agent, or representative of the Symphony. The Contractor acknowledges and agrees that:

- They are not entitled to employee benefits (e.g., health insurance, workers' compensation, unemployment compensation, or retirement benefits).
- They are responsible for all applicable federal, state, and local taxes, including income and self-employment taxes.

**Compensation:** Commensurate with experience, within the range of \$300-\$450 per service. Payment will be made on the final day of a concert cycle or following completion of services. Mileage incurred while performing approved duties for the Symphony, at the current IRS standard mileage rate, may be reimbursed.

**Schedule:** Work can be done wherever it is most convenient. It is expected that time will be spent at home, at the office, and at the performance venue. A recommended concert cycle timeline is included in the Music Librarian Office Setup & Concert Cycle Procedures document.

**Application Procedure:** Submit a letter of interest and resume with the subject line "Music Librarian" to James Clements, Executive Director at [jclements@dearbornsymphony.org](mailto:jclements@dearbornsymphony.org).

**Deadline:** Priority will be given to applications received on or before **June 19, 2026**. Interviews will be conducted on a rolling basis until the position is filled.