



Position: Orchestra Librarian  
Employment: Part-time  
Hiring Date: June 2023  
Salary: \$28/hour starting

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The Bay Philharmonic (previously known as Fremont Symphony) is seeking an experienced Orchestra Librarian to manage the preparation of scores for our symphony concerts throughout the year. We are an innovative and unique orchestra, and we're looking for team members who are equally adventurous to join us in making a deep connection with our community and who enjoy making great music together.

#### Duties and Responsibilities

- Prepare musical scores and parts, including proofreading, editing, bowing, binding, transposing, repairing and photocopying music
- Assemble and prepare orchestra folders for concert programs including program/cue and instrumentation sheets
- Distribute parts to musicians prior to rehearsals and performances and collect them afterward. Handle any music-related needs of the conductor and musicians
- Catalog new scores and orchestra parts and oversee the organization of the music library
- Attend all rehearsals and concerts
- Prepare materials for orchestra auditions

#### Qualifications

- Minimum 3 years of professional orchestra librarian experience required
- Excellent oral and written communication skills
- Reliable transportation, laptop, and mobile phone

Please send your resume and cover letter to [jobs@bayphil.org](mailto:jobs@bayphil.org)