



Job Opening Announcement

Orchestra Librarian Reno Philharmonic Orchestra Reno, Nevada

- Organization:** The Reno Philharmonic Association is in its 54th season of serving the greater Reno-Tahoe region. A per-service orchestra, the Reno Phil is the largest performing arts organization in northern Nevada. The orchestra performs a season of 6 classical concert sets, 2 Young People's Concert sets, a Family Concert, the Spirit of the Season, summer pops programs, as well as various outside engagements and fundraising concerts. The Reno Phil also supports four youth orchestras and several education and engagement programs including Discover Music and RPA Kids.
- Duties:** The Orchestra Librarian reports to the Director of Operations and works closely with the Music Director, staff and musicians. The librarian is responsible for procuring, preparing (including marking of bowings in string parts) and distributing music for all Philharmonic performances. The Librarian also retrieves all music from musicians, returns rental music to the proper publisher and/or catalogs purchased music in the music library, acquires licensing for recordings & livestreams, and provides reports to ASCAP and BMI. The Librarian maintains a computerized catalog and inventory of all music owned and performed by the Philharmonic. The Librarian is also responsible for maintaining contact and communication with major publishing houses and licensing authorities.
- Qualifications:** Outstanding organizational skills, excellent verbal, written, and interpersonal communication skills; orchestral background with knowledge of instrumentation, repertoire, terminology and symbols; good computer skills; ability to work effectively and diplomatically with full-time staff, presenters, guest conductors, volunteers and other production personnel.
- Compensation:** Part-time, \$18/hour, an average of 20-25 hours per week, variable hours depending on rehearsal/performance schedule. Full-time employment, to include additional duties such as phone and patron support, is available depending on applicant.
- Application:** Please e-mail letter of application, resume, and 2 references by Friday, December 16 to Virginia Evans at vevans@renophil.com