



## Job Opening Announcement

### Librarian Reno Philharmonic Orchestra Reno, Nevada

**Organization:** The Reno Philharmonic Association is beginning its 49th season of serving the greater Reno-Tahoe region. A per-service orchestra, the RPA is the largest performing arts organization in northern Nevada. The orchestra performs a season of six classical concert pairs, 10 Young People's Concerts, the Spirit of the Season and several summer pops and fundraising concerts. The Association also supports three youth orchestras and several educational and engagement programs including Discover Music and RPA Kids.

**Duties:** The Librarian reports to the Operations Manager 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, 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, variable hours depending on rehearsal/performance schedule. Annual salary of \$12,500 based on an average of 12 hours per week.

**Application:** Please e-mail letter of application, resume, and 2 references by Friday May 19 to:

[tyoung@renophil.com](mailto:tyoung@renophil.com)

or by mail to:

Reno Philharmonic  
Att. Librarian Search  
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