

THE CHICAGO SYMPHONY ORCHESTRA JOB DESCRIPTION

TITLE: CIVIC ORCHESTRA LIBRARY FELLOW

07/7/2025

FLSA STATUS: Non-Exempt

DEPARTMENT: Negaunee Music Institute

CLASSIFICATION: Regular Member of the Civic Orchestra; subject to personnel policies and procedures as outlined in the Civic Orchestra handbook, as well as the Civic Librarian Letter of Commitment.

GENERAL SUMMARY: *The Civic Orchestra Library Fellow provides music and score needs for Civic Orchestra activities and serves as an educational resource to the Civic Orchestra. The Fellowship offers a wide range of professional training and experiences, including mentorship from the CSO librarians, for an individual who seeks career development as or wants to learn more about being a performance librarian. The key responsibilities include acquiring, preparing, disseminating and maintaining the performance materials for all orchestral events, auditions, chamber music activities and master classes; supporting score needs of the Civic principal conductor and guest conductors as necessary; and providing program listings, instrumentation requirements, and other information to the Civic Orchestra staff as requested. The Library Fellow may also be asked to perform general administrative tasks related to the Civic Library as assigned. The average time commitment for the library fellowship is approximately 30 hours per week. The Civic Library Fellowship is offered year by year for up to three seasons, subject to ongoing review by CSO Library and Civic Staff.*

PRIMARY DUTIES AND RESPONSIBILITIES:

1. **MUSIC ACQUISITION:** Purchase and/or rent materials for Civic Orchestra performances and/or other music activities as needed by the Civic Orchestra (i.e. off-site performances, chamber music performances, Civic masterclasses, etc.); execute contracts when necessary; track and take delivery of incoming music; on arrival and return of all music check condition and inventory; pack and ship outgoing music, ensuring prompt return of rented or borrowed music; maintain shipping records.
2. **MUSIC PREPARATION:** Manage all aspects of professional level music preparation, including, but not limited to: proofing, editing, bowing, repairing, distributing, collecting, and re-filing or returning parts; scanning parts to create PDFs for digital distribution; providing practice parts for inside string players; work with administration, conductors, and soloists (when applicable) to prepare music according to their specific requirements; adhere to a predetermined schedule (barring any last-minute changes or the late forthcoming of information) of music distribution. Adhere to orchestra music preparation guidelines outlined in publications by the Major Orchestra Librarians' Association.
3. **CONCERT/REHEARSAL DUTIES:** The Civic Librarian, or a Library Assistant, will be present at all Civic services (including pre-determined off-site services). The library will be open one hour before and during rehearsals, one-half hour before and during sectionals, and one hour before and during concerts. At each service, the Civic Librarian or a Library Assistant will set folders; set conductor's scores and batons if necessary; collect and store all materials at conclusion of service; maintain a presence in the rehearsal space/library during all services to deal with any last-minute needs and/or continue work on upcoming concerts; follow-up with conductor at breaks and at the conclusion of rehearsals for any changes or problems.
4. **AUDITIONS:** Work with Civic Orchestra Manager to obtain repertoire from CSO coaches; create audition book (including mock audition books throughout the season) of orchestral excerpts for each instrument for auditions including preparing copies of any rental-only excerpts to be sent to applicants; maintain compilations of standard Civic audition excerpts for each instrument; compile excerpts for beginning of season auditions and prepare Civic Orchestra mock audition excerpt books.

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5. **ORCHESTRA LIBRARY MAINTENANCE**: Maintain the orchestra's collection of scores, orchestra parts and chamber music; maintain accurate inventory; file music back on shelves at conclusion of concert cycles, creating new storage folders as needed; fill out performance record inside storage folders; repair and maintain stage and storage folders.

6. **ADMINISTRATIVE/GENERAL**: Provide program listings, instrumentation requirements, and other information to staff upon request; prepare timing sheets for concerts if needed; create entries in the ArtsVision music library for new works; assist in the preparation of annual library budget, providing projected expenses for the upcoming season; review and process all payments for music and supplies in a timely manner; hire and supervise part-time Civic Library Assistants within allocated budget; work with Civic Orchestra Manager to formulate library rules and regulations for the Civic handbook and to communicate with orchestra regarding music readiness, library hours and any other pertinent library information. Other administrative responsibilities that support the general work of the Civic Orchestra and the Negaunee Music Institute as assigned.

REPORTING RELATIONSHIP: The Civic Orchestra Librarian reports directly to the Orchestra Manager, Civic Orchestra of Chicago.

Key contacts: Civic Orchestra staff, Civic Principal Conductor and Guest Conductors; CSO librarians, Civic Orchestra members, CSO coaches, and other CSO administrative staff.

SUPERVISES: part-time Civic Library Assistants

QUALIFICATIONS:

1. Formal education in music, knowledge of orchestral repertoire and instrumentation required.
2. Demonstrated interest in becoming a performance librarian as a possible career choice.
3. Experience as a performance librarian preferred.
4. Be highly organized and able to multi-task; have impeccable attention to detail; be able to work under pressure and meet deadlines.
5. Excellent communication skills.
6. Be able to work well independently as well as with others.
7. Self-motivated, creative, and collaborative problem solver.
8. Willingness to be flexible and adapt to changing priorities when needed.
9. Computer proficiency in Microsoft Office, database applications, music engraving software, and Adobe Applications helpful.

WORKING CONDITIONS: Shared office with chorus librarian. Evening and weekend work required.

STIPEND: The Civic Library Fellow receives a stipend of \$26,985 paid in installments on a bi-weekly basis seasonally, subject to fulfillment of responsibilities and based on a September start date; with the possibility of additional pay for services requiring a librarian beyond the regular Civic Orchestra schedule. This amount may be prorated based on a mutually agreed-upon start date if later than described above.

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