



LAWRENCE GOLAN
THE HELEN N. JEWETT MUSIC DIRECTOR

Job Title: Music Librarian

Reports To: Operations Manager

Supervises: None

Position: Part-time, Hourly, Nonexempt, at-will

Compensation: \$17-\$20 per hour depending on relevant experience, higher compensation may be considered for exceptional candidates

Supervises: none

Reviews: Annual reviews

Benefits: Paid time off, paid sick leave, and paid holidays as described in the current YSO employee manual

Training: Up to one month of on-site paid training with outgoing Music Librarian from July 1–July 31, 2026

Available Start Date: Monday, August 3, 2026, position stays open until it is filled

Job Summary: The Music Librarian is responsible to secure, organize, and distribute all music needed for performances and auditions for the Yakima Symphony Orchestra, Yakima Symphony Chorus, and Yakima Youth Symphony Orchestra, and to maintain the orchestra's library of scores and performance materials.

Required Education/Skills/Experience

The Music Librarian position requires a combination of education, skills, and experience to implement the job duties and responsibilities described below.

- Knowledge of and facility with music notation and understanding of common musical terms in multiple languages
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Flexibility to work around the changing schedules of musician and staff colleagues as well as publishers and guest artists who may provide performance materials; ability to work evenings and weekends whenever the orchestra is rehearsing and/or performing
- Sufficient knowledge of string instrument technique to make informed decisions about bowing as necessary, and to copy performance markings accurately and appropriately into all parts. Professional orchestral string instrument experience is an advantage
- Reliable transportation is essential, and residence within a one-hour radius of Yakima WA is strongly preferred in order to process music in a timely fashion and interact with other production and office staff
- Competence in using Google Workspace products and music notation software (Sibelius, MuseScore etc.)
- Willingness and ability to lift up to 30 pounds on a regular basis

Y A K I M A
SYMPHONY
ORCHESTRA

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Job Duties and Responsibilities

Music Procurement

- Arrange for the purchase or rental of materials to meet program needs for the orchestra
- Take delivery of and track incoming music; pack and ship outgoing music; maintain shipping records
- Check all incoming and outgoing performance materials for condition and completeness
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws

Music Preparation

- Carry out all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking bowings in string parts
- Work with conductors to prepare music and disseminate rehearsal/practice information according to their specific requirements
- provide parts to the concertmaster and other designated string principals for bowing in accordance with the process outlined in the Players' Policies and Procedures Manual, and to all players for pre-rehearsal practice
- Assemble and arrange music in orchestra folders

Concert/Rehearsal Duties

- For all rehearsals and concerts, arrive at least 45-minutes prior to the beginning of the scheduled service to address any music-related emergencies. Ensure that all musicians have music and, if not, provide alternatives. Collect and store all music at conclusion of service as necessary.
- Have at least one extra part for each instrument for each piece available at rehearsals in case a musician forgets their music
- Distribute and collect music at concerts and rehearsals; assist Music Director and musicians with needs relative to printed music.

Administrative

- Provide instrumentation requirements and other information to staff on request; ensure that materials received match instrumentation information provided for production and personnel purposes
- Prepare annual library budget
- Maintain records of all music purchase and rental orders and forward payment and other contractual information to relevant staff
- Support reporting to appropriate performance licensing organizations (ASCAP, BMI) of music performed on all concert series as required
- Attend weekly staff meetings at the YSO office (or virtually when necessary)
- Maintain and repair as needed the orchestra's collection of scores, parts and folders.
- Catalogue and file music purchased for the orchestra library; maintain accurate inventory.

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- Track all items borrowed from the library, i.e. individual parts, scores, reference materials; ensure their timely return.

Other

- Prepare music for auditions.
- Support the library needs of the Yakima Symphony Chorus, and Yakima Youth Symphony Orchestra as assigned by the Operations Manager
- Report lost or damaged music to Operations Manager
- Obtain perusal scores and/or prepare scores for performance as requested by the Music Director
- Perform other duties as assigned by the Operations Manager or Executive Director