Job Description

**Ensemble Librarian (Orchestra or Wind Ensemble)**
*(June–August)*

- Work directly with respective Ensemble Manager, Chamber Music Coordinator, and the Administrative Director of BUTI
- Create, organize, and maintain folders for all students, photocopy extra parts, and maintain a library of originals
- Assist with seating auditions at the beginning of the program
- Attend/be present at all ensemble rehearsals/concerts to organize/distribute parts
- Work closely with Ensemble Manager on seating chat as they relate to the library
- Communicate with conductors regarding markings
- Mark string parts and make necessary copies, when applicable
- Track music parts assigned to students and collect music at the end of concerts
- Prepare and send all music to be returned to rental companies and Boston University and notify students and administration of any missing parts. This includes erasing all originals before returning
- Organize, distribute, and track music from the chamber music library
- Organize, distribute, and track instrumental parts used in joint ensemble with chorus concerts
- Attend all weekly personnel meetings
- Provide administrative support to the ensemble staff
- Assist Ensemble Manager in keeping postings at the rehearsal venue and West Street Campus up-to-date
- Assist Ensemble Manager with communication with other BUTI programs and other members of the BUTI staff
- Act as an adjunct stagehand for all ensemble events

The preferred candidate for this position would be detail-oriented, have excellent organizational skills, have the ability to multi-task, meet deadlines, and possess strong communication skills with a variety of individuals: students, faculty, and conductors. Access to a car for the summer is recommended to succeed in this position. Experience in a performance library is highly preferred.

Compensation includes contracted salary, housing, weekday lunch, and a Tanglewood Lawn Pass for the summer.

To apply, please send a cover letter outlining your interest and qualifications along with a work resume to Jonathan Cole, Program Manager at jcole1@bu.edu, or you may drop off a hard copy of your materials in room 211 of the Boston University College of Fine Arts at 855 Commonwealth Ave., Boston, MA 02215.