Job Description

YOUNG ARTISTS WIND ENSEMBLE LIBRARIAN & ASSISTANT MANAGER

(5 Weeks, June 28-August 1)

The preferred candidate for this position is able to multi-task, meet deadlines, and possesses strong communication skills with a variety of individuals including 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.

- Work directly with Young Artists Wind Ensemble Manager, Chamber Music Coordinator, other relevant staff
- 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 chart as they relate to the library
- Communicate with conductors regarding markings
- 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, including erasing parts as needed
- Organize, distribute, and track music from the chamber music library
- 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

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

Apply online for this and other summer positions at www.bu.edu/cfa/tanglewood/employment. A cover letter outlining your interest and qualifications along with a work resume are required.