

*Job Description*

## **YOUNG ARTISTS ORCHESTRA LIBRARIAN & ASSISTANT MANAGER**

*(7 Weeks, June 25-August 14, 2023)*

*\*This position requires training prior to on-campus arrival*

*Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world's great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.*

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 Orchestra Manager, Chamber Music Coordinator, and 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 Orchestra 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 Orchestra Manager in keeping postings at the rehearsal venue and West Street Campus up-to-date
- Assist Orchestra Manager with communication with other BUTI programs and other members of the BUTI staff
- Act as an adjunct stagehand for all orchestra 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](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required.**

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