



THUNDER BAY  
SYMPHONY  
ORCHESTRA

Paul Haas  
Music Director

Confederation College  
Sibley Hall Residence  
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Registered Charity No.: 119264331 RR0001

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### **TBSO Music Librarian position**

The 30-musician Thunder Bay Symphony Orchestra (TBSO) is entering its 58th season, performing between 50 and 60 concerts a season, including public concerts, education concerts and fundraising events. Due to a recent retirement, the TBSO is seeking a part-time librarian to manage the archiving, cataloguing, procurement and distribution of scores to the players in this busy orchestra. Duties include:

- Consulting with the Music Director, Associate Conductor and Operations Manager on sheet music requirements for the season, including researching availability of music within the TBSO library, availability and costs from outside sources, and associated costs of acquiring scores
- Ordering and purchasing music and arranging for deliveries and pickups
- Providing sheet music in a timely manner to the Concertmaster for first bowings
- Collecting sheet music from Concertmaster and distributing to Section Principals for review of bowings markups for Section players
- Marking up all final bowings for 5 Section parts
- Distributing marked up scores to 30 musicians + extras 21 days in advance of first rehearsal
- Attending first rehearsal to ensure all sheet music is in order
- Collecting and archiving into TBSO library and/or returning rentals to suppliers
- Maintaining and updating searchable digital library catalogue
- Organizing and archivally protecting physical sheet music within the library filing system
- Assisting in building database to capture additional data on each concert piece, including date played, number of musicians, bowings, etc.
- Maintaining the archive of concert recordings, and entering into searchable database catalogue
- Matching concert recordings to sheet music performed

The ideal candidate will possess acute attention to detail, experience in music library processes, computer literacy in data entry and data management, knowledge of bowings and other

markups, ability to perform well under pressure, stay within tight budgets, and work in a multi-dimensional, dynamic and collaborative environment, and maintaining a positive demeanour.

The Librarian will report directly to the Operations Manager on purchasing, and to the Music Director and Associate Conductor on musical and creative requirements. The position requires a commitment of 2-3 days a week or more during the season and 1-2 days a week in the off-season (summer). Salary is commensurate with experience.

Please send résumé and cover letter to [info@tbso.ca](mailto:info@tbso.ca). Posting will remain open until the position is filled. Only candidates selected for an interview will be contacted.