



## **JOB DESCRIPTION – ASSISTANT LIBRARIAN & ARTISTIC ADMINISTRATOR**

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**DEPARTMENT** Operations  
**REPORTS TO** Head Librarian/Manager of Artistic Planning  
**POSITION TYPE** Exempt

### **Position Summary**

The Phoenix Symphony seeks candidates for the position of Assistant Librarian and Artistic Administrator. The Assistant Librarian and Artistic Administrator works with the Head Librarian and the Manager of Artistic Planning to manage the orchestra library and support the development and execution of artistic planning and operations at The Phoenix Symphony.

This position is full-time and will include rehearsal and performance duties. Candidate must be able to travel between The Phoenix Symphony library, administrative office, Symphony Hall, and other performance venues.

### **Job Duties and Responsibilities**

#### LIBRARY RESPONSIBILITIES INCLUDE ASSISTANCE WITH THE FOLLOWING:

- Preparation of parts including marking of bowings, cuts, edits, page-turns, and inserts.
- Assembling and disassembling concert folders.
- Creation of practice parts.
- Shipping and receiving of music.
- Data entry for library elements within the OPAS database.
- Support of ensembles and conductors at rehearsals and concerts.
- Delivery of music to service locations.
- Research information regarding programming as requested (cost/availability/instrumentation).
- General record keeping and cataloguing.
- Acquisition of music for Phoenix Chorus.
- Proofread all program information.
- Concert duty: library

#### ARTISTIC ADMINISTRATOR RESPONSIBILITIES INCLUDE ASSISTANCE WITH THE FOLLOWING:

- Creation of guest artist and conductor itineraries, including travel, lodging, transportation and any additional arrangements including donor events and CD signings.
- Provide artist ground transportation to/from airport, hotel, and venues as needed.
- Reserve stage, rehearsal, and dressing room space for all artists as necessary.
- Assemble artist complimentary tickets and backstage lists for all concerts.
- Creation of conductor forms for all events.
- Data entry for artistic planning elements within the OPAS database.
- Proofread of operations documents.
- Obtain and edit marketing and program materials.

- Assist in management of artistic files, contracts, riders and artistic records.
- Concert duty: artistic

#### GENERAL DUTIES

- Capable of handling confidential material; ability to organize effectively and work independently.
- Assure that a positive image of the orchestra portrayed at all times.
- Other duties as assigned or apparent.

#### QUALIFICATIONS

- Prior music library and/or artistic administrative experience preferred.
- Musical performance background preferred.
- Basic knowledge of music theory, history, and terminology.
- Basic knowledge of orchestral repertoire.
- General knowledge of pops repertoire.
- Exceptional organizational and time management skills.
- Exemplary attention to detail.
- Work well independently as well as part of a team.
- Excellent judgment and decision-making.
- High level of personal and professional integrity and trustworthiness.
- Ability to work efficiently and meet deadlines, often under pressure.
- Excellent computer skills including proficiency in Microsoft Office Suite. OPAS knowledge a plus.
- Must be able to work evenings and weekends.
- Excellent driving record and dependable transportation.

Interested persons should email resume and letter of interest with salary requirements to:  
[tpscareers@phoenixsymphony.org](mailto:tpscareers@phoenixsymphony.org).

The Phoenix Symphony is an Equal Opportunity Employer.