

**Position Title:** Assistant Librarian

**Supervisor:** Holly Roberts, Associate Director of Programming

**Hours per week:** Part-time hrs/week varies, April 28-July 18, 2025; required onsite 5/5-7/18

**Compensation:** \$16.94-\$18.16/hr

**Position Summary:** The UO Oregon Bach Festival (OBF) seeks a motivated and self-directed worker to serve as Assistant Librarian.

The Assistant Librarian will assist the OBF Period Ensemble and Modern Ensemble librarians in preparing and distributing orchestra and choral music prior to and during the summer festival.

### **Job Duties:**

Duties include, but are not limited to, the following:

- Assemble scores and sheet music for OBF period and modern ensembles, including education ensembles as needed
- Assist OBF librarians in updating OPAS library and works entries to accurately reflect work and movement titles, instrumentation, and other details for each work programmed for performance by OBF ensembles.
- Transfer orchestra bowings from principal to section parts
- Assist librarians in creating, distributing and collecting ensemble music folders at rehearsals and concerts
- For appropriate rehearsals and concerts, as designated by OBF librarians, arrive at a time early enough and stay for a duration long enough to assess and respond to printed music issues.
- Assist in scanning music and uploading it to the OBF drive and OPAS database

### **Qualifications:**

- A minimum of 2 years of orchestral librarian or orchestral assistant librarian experience, or a combination of relevant education, training, and experience
- Comprehensive understanding of orchestra set-up, orchestral practices, and orchestral music markings
- A commitment to a diverse and inclusive work environment
- Excellent communication skills, written and oral
- Keen attention to detail and the ability to maintain comprehensive documentation
- the ability to work well in a fast-paced environment; adapting to changing situations while remaining focused