



Position Announcement

Orchestra Library Coordinator
Louisiana Philharmonic Orchestra
New Orleans, Louisiana

The Louisiana Philharmonic Orchestra welcomes nominations and applications for the position of Orchestra Library Coordinator.

Louisiana Philharmonic Orchestra (lpomusic.com)

The Louisiana Philharmonic Orchestra (LPO) transforms people and communities through music by performing ambitious, inspiring concerts; educating young people and adults; engaging with diverse regions, neighborhoods, and audiences; connecting through various mediums and venues; and contributing to the cultural richness of our home.

Formed in 1991, the LPO is the only full-time musician-governed and collaboratively-operated orchestra in the United States and the only full-time professional orchestra in the state of Louisiana. The LPO is dedicated to maintaining live orchestral music and a full-scale symphonic orchestra as an integral part of the culture and educational life of the New Orleans area, the state of Louisiana, and the entire Gulf South region. The orchestra is committed to creativity and innovation toward a fine artistic product; extraordinary audience experiences; unique governance shared between musicians and community stakeholders; responsible financial decision-making; and recognition and rewards that attract and retain high-quality talent.

The LPO offers a full 36-week season with more than 120 performances, including classics, light classics, pops, education, family, park, and community engagement concerts in New Orleans and across a multi-parish area. In addition, the LPO provides orchestral support for other cultural and performing arts organizations, including New Orleans Opera Association, New Orleans Vocal Arts Chorale, New Orleans Ballet Association and Delta Festival Ballet. The LPO's education and community engagement work encompasses partnerships with K-12 education institutions, Louisiana universities, and communities in the twelve-parish area. LPO musicians, many with graduate degrees, provide tenured and adjunct music faculty for area universities, offer private instruction, and mentor students in the Greater New Orleans Youth Orchestra.

Now in its 27th season, the LPO is a Group 3 orchestra with a budget of \$5.9 million serving an annual audience of approximately 60,000 in one of the most culturally vibrant cities in the nation.

In his 12th season as LPO Music Director and Principal Conductor, Carlos Miguel Prieto is an exciting and insightful communicator renowned for his charismatic presence on the conductor's podium and his versatile command of various composers and styles.

The LPO is governed by a Board of Trustees comprising 38 members (12 musicians and 26 community members) elected by the musicians, and has an administrative staff of 16.

The Opportunity

The LPO's Orchestra Library Coordinator will join a dynamic team of talented and dedicated professional orchestra administrators whose work makes possible performances, education programs, and community engagement activities of the highest quality. The LPO is based in New Orleans, Louisiana; one of the world's most fascinating cities. Steeped in a history of influences from Europe, the Caribbean, Africa, and beyond, it's a brilliant mosaic of culture, food, and music. The New Orleans metropolitan area had an estimated population of 1,268,883 in 2016 and was the 46th largest in the United States.

The Position

POSITION:	Orchestra Library Coordinator
REPORTS TO:	Orchestra Librarian
SUPERVISES:	N/A
POSITION TYPE:	Non-Exempt Seasonal Employee
HOURS:	41-week full-time residency required. Up to 11-weeks of flexible summer residency optional. Evening and weekend work required.
COMPENSATION:	Commensurate with experience
BENEFITS:	
Health Plan:	Premium 100% paid by employer for employee; employee funded option for dependents. Premium 25% paid by employer for employee during flexible summer residency weeks; employee funded option for dependents.
Dental Plan:	Employee funded.
Term Life Insurance and Long Term Disability:	Premium 100% paid by employer.
403(b) Plan:	Employees eligible to participate. Employer does not presently provide matching contribution.
Paid Time Off:	13 annual holidays 11 days annual paid personal leave plus accrual of one-half additional day for each year of continuous service up to a maximum of 19.5 days. 11 days annual health and wellness leave.
Parking:	Paid by employer.

Position Summary: The Orchestra Library Coordinator (OLC) is responsible for assisting the Orchestra Librarian in preparing and disseminating sheet music for all LPO concerts, rehearsals, and events. Examples of specific assignments are listed below.

Primary Assignments:

- Prepare parts including but not limited to marking bowings, cuts, and edits, measure numbers, and rehearsal letters.
- Repair parts and scores.
- Scan and/or photocopy sheet music.
- Create and distribute practice parts.
- Maintain detailed library records in the OPAS database.
- Perform research or library communications tasks, as assigned by the Orchestra Librarian.
- Perform other functions as assigned by the Orchestra Librarian.

Secondary Assignments:

- Represent the LPO Library in the absence of the Orchestra Librarian at assigned services:
 - Field and answer library questions and/or troubleshoot and solve problems that arise regarding sheet music and scores.
 - Pre-set and collect scores for the music director and guest conductors, as appropriate.
 - Distribute musician folders before each service and clear the stage of all music after rehearsals (as required) and after each concert.
- Assemble and disassemble orchestra folders, ensuring that all parts meet acceptable standards.
- Assist the Orchestra Librarian in cataloging and maintaining an organized library of purchased music for the LPO.
- Prepare, pack, and/or unpack music being shipped to or from the LPO Library, as directed by the Orchestra Librarian.
- Perform other functions as assigned by the Orchestra Librarian.

Position Requirements:

- Bachelor's Degree in music required.
- Ability to apply troubleshooting and problem solving skills as issues arise.
- Excellent attention to detail, among other planning and organizational skills.
- Outstanding oral and written communications skills.
- Ability to use various computer applications including proficiency in the use of Microsoft Office. Significant experience with OPAS and Microsoft Excel preferred.
- Must be able to regularly and safely lift up to 30 pounds.
- Use of personally-owned smart phone, lap top, and automobile required.

Applications

Please submit a cover letter that describes your interest and qualifications for the position. Send with a résumé and the names of three professional references.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge. Electronic submissions are preferred. (*MS Word or Adobe Acrobat attachments only, please.*)

Email: lyle.wong@lpomusic.com Subject Line: Search – Orchestra Library Coordinator

For priority consideration, please submit application materials by December 15, 2017.

LPO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.