



# LOUISIANA PHILHARMONIC ORCHESTRA

## Position Announcement

---

Orchestra Librarian  
Louisiana Philharmonic Orchestra  
New Orleans, Louisiana

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

### **Louisiana Philharmonic Orchestra ([lpomusic.com](http://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 100 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 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. Community Engagement programs include Soul Strings, a music therapy program, and Music for Life, an instrumental music education program for low-income and underserved students.

Now in its 32nd season, the LPO is a Group 3 orchestra with a budget of \$5.6 million serving an annual audience of approximately 60,000 in one of the most culturally vibrant cities in the nation.

In his 17th 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 17.

## The Opportunity

---

The LPO's Orchestra Librarian 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 a population of over 1.2 million people.

**POSITION:** Orchestra Librarian

**REPORTS TO:** Director of Programming

**SUPERVISES:** Assistant Orchestra Musician Librarians and Bowers

**POSITION TYPE:** Exempt

**HOURS:** Full-time year-round. Evening and weekend work is required, but will be balanced through rotation to maintain 40 working hours per week.

**COMPENSATION:** \$40,000 - \$45,000 for the 2023-2024 season

### BENEFITS:

**Health Insurance:** 100% of premium paid by employer for employee  
Dependents: Employee funded

**Dental Insurance:** Employee funded

**Term Life and Long  
Term Disability  
Insurance:**

100% of premium paid by employer for employee

**403(b) Plan:** Employees eligible to participate (employer does not presently provide matching contribution)

**Leave:** 13 days paid holiday leave  
12 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days  
12 days paid health and wellness leave

**Parking:** Provided by employer

**Mileage:** Reimbursed with advance supervisor approval

**Position Summary:** The Orchestra Librarian is responsible for sheet music for all LPO concerts, rehearsals, and events. Also, s/he will be responsible for researching and clearing copyright and licensing issues for all music performed by LPO.

### Primary Accountabilities:

- Order rental music and perusal music and return it promptly after use.

- Order, catalog and maintain an organized library of purchased music for orchestra.
- Prepare parts including but not limited to marking bowings, cuts, and edits, measure numbers, and rehearsal letters.
- Repair parts and scores.
- Photocopy, assemble, and disassemble orchestra folders, ensuring that all parts meet acceptable standards.
- Provide scores for the music director and guest conductors.
- Confirm editions and keys as well as actual instrumentation with conductors/soloists.
- Make music available to in-town musicians and mail music to out-of-town musicians sufficiently in advance.
- Provide music for choruses collaborating with LPO, as needed.
- Make arrangements with LPO stage crew to transport folders to all services.
- Distribute folders before the service and clear the stage of all music after each rehearsal as required and after each concert.
- Provide program listings, instrumentation sheets, and other information to staff, musicians and conductors on request.
- Keep detailed library records in the OPAS database.
- Obtain licenses for any recordings, streaming, and broadcasts.
- Report to appropriate performance licensing organizations music performed on all concerts.
- Assist the Director of Programming to prepare and maintain the music purchase, rental and arrangement budgets, as well as the annual budget.
- Actively participate in the LPO Artistic Programming Committee and Education Committee.
- Perform other functions as assigned by the Director of Programming.
- Represent the LPO in a manner that demonstrates the highest standards of professionalism and ethical conduct.

#### **Position Requirements:**

- Bachelor's Degree in music required.
- Professional orchestra library experience required.
- Minimum of two years of professional librarian experience in an organization of similar or larger size, or equivalent experience in a related field.
- Knowledge of music theory, music history, orchestral repertoire, performance practices, and basic copyright law preferred.
- Ability to work with and maintain confidential data.
- Excellent planning and organizational skills with the ability to apply troubleshooting skills as issues arise.
- Outstanding oral and written communications skills.
- Demonstrated success motivating and developing staff, musicians, and volunteers.
- Results and team-oriented work style characterized by a creative and tenacious approach to problem solving.
- Ability to use various computer applications including proficiency in the use of Microsoft Office. Significant experience with OPAS and Microsoft Excel preferred.
- 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: [employment@lpomusic.com](mailto:employment@lpomusic.com) Subject Line: Librarian Search

For priority consideration, please submit application materials by February 28, 2023.

*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.*