



## **POSITION POSTING**

Orchestra Librarian

Last Updated 10/23/23

### **ORGANIZATION OVERVIEW**

The Jazz Arts Group of Columbus (JAG) is America's premier not-for-profit arts organization dedicated to producing, performing and promoting Jazz music. The organization's mission is to advance and celebrate the art of jazz through performance and education. JAG performances include Jazz at the Southern, our premiere series featuring the Columbus Jazz Orchestra led by Byron Stripling, Jazz at the Lincoln, a series dedicated to rising stars, local legends, national acts and more, JazZoo at the Columbus Zoo and Aquarium, and a robust schedule of educational and community performances. Jazz Arts Group welcomes more than 12,000 patrons and students annually to its performances, events, and trainings.

### **POSITION**

Jazz Arts Group seeks a part time Orchestra Librarian to maintain JAG's unique and extensive library, and work to deliver high quality, expertly produced Columbus Jazz Orchestra concerts. The Librarian is part of a high-performing production team that is responsible for all aspects of concert production including music preparation, rehearsals, venue setup, concert execution (including lights, sound, filming, and artist relations), and concert tear down. The position requires excellent organizational, leadership, and communication skills, flexibility, and a positive approach to internal and external contacts, including musicians, guest artists, artist managers, volunteers, local universities, school districts, vendors, and JAG staff.

### **REPORTS TO**

Director of Production

### **RESPONSIBILITIES**

#### **MUSIC LIBRARY/ARCHIVE**

- Maintains, coordinates, and catalogues the extensive and unique library of the CJO.
- Leads documentation process of the library, including the electronic preservation of select CJO scores and performance tapes.
- Music engraving, which includes transforming handwritten manuscripts into a computer typeset electronic engraving for a successful performance of newly composed/arranged works.
- Works with the CJO Artistic Director for the selection of material for each concert program. Offers suggestions based upon past programming.
- Prepares music for distribution to musicians, providing repairs, editing or duplication.

- Files music and updates computerized library records.
- Locates rare and out-of-print arrangements/orchestrations that the Artistic Director determines are appropriate for the collection from a worldwide community of composers, arrangers, and collectors.
- Documents details of CJO concerts in an online database, including repertoire, timing, composer/arranger, soloists, etc.
- Coordinates the recording and cataloguing of CJO performances whenever possible.
- Maintains a physical and digital library of CJO performances.
- Acts as part of the concert production and execution team when necessary as determined by the Director of Production.

## **REQUIRED CHARACTERISTICS**

**Creativity:** Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.

**Initiative:** Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.

**Justice Minded:** Seeks equitable outcomes and has a strong sense of fairness and ethics. Has or is willing to develop the skill of identifying and eliminating bias in self and in cooperative situations. Treats others as they wish to be treated.

**Teamwork:** Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.

**Work Habits:** Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism. Ability to schedule workload, set priorities and manage time in order to complete assignments and fulfill responsibilities.

**Passion for the Arts:** Desire to serve a common goal of creating and producing performing arts, which is a highly collaborative, deadline-driven, and complex endeavor. Must have affinity for the mission of JAG and know or be willing to learn more about jazz music.

## **REQUIRED QUALIFICATIONS**

- Familiarity with the musical performing arts, some formal study in music (jazz, classical, etc.)
- Ability to read music
- Ability and interest to learn library organization and filing systems
- Ability and interest to learn concert production skills
- Strong proficiency with MS Excel and MS Word
- Very strong attention to detail
- Strong organizational, verbal and written communication, problem solving, and teamwork skills
- Ability to work in a fast-paced environment
- Ability to work on multiple projects and manage competing priorities

## **TO APPLY**

This position is part time hourly with some opportunity to work offsite. The flexibility to work some evenings and weekends is necessary. The Librarian receives complimentary tickets to Jazz Arts Group performances. Pay rate will be shared with those candidates who advance past the first interview.

To be considered for the Librarian position, please send a resume/work history and letter of interest to [aburgoyne@jazzartsgroup.org](mailto:aburgoyne@jazzartsgroup.org) by November 15. This is an immediate opening and qualified and interested candidates are encouraged to apply asap. Please, no phone calls.

Jazz Arts Group is an equal opportunity employer. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Last updated: October 23, 2023