The Florida Orchestra seeks a temporary full-time Music Library Assistant for a short-term period (June – September 2020). This is a non-exempt (hourly) position and reports to the Principal Librarian.

KEY DUTIES

- Assist with advancing music preparation for The Florida Orchestra 2020-21 season.
- Assist with updating of the music library performance database and catalogue inventory of new materials.
- Assist with the permanent music collection including conservation and curative repairs to scores and/or orchestral materials, cataloguing and re-shelving of scores, music and archival materials.
- Assist with digital file maintenance and scanning of archive bowings and out of print materials.
- Assist with the bowing and editing of orchestral parts.

MINIMUM CANDIDATE QUALIFICATIONS/REQUIREMENTS

- Two years or more of college-level education completed and at least one year of professional experience in a performance library
- Knowledge of classical music repertoire
- Excellent communication skills; excellent computer skills – proficiency in MicroSoft ACCESS is desirable.

COMPENSATION/SCHEDULE

- $20.00/hour; this position is offered only as a short-term full-time position (approximately 35 hours per week) and non-exempt.

TO APPLY: Please send (1) one page résumé via email to: library@floridaorchestra.org
USE the SUBJECT LINE: SUMMER LIBRARIAN.

The Florida Orchestra is an Equal Opportunity Employer.