Library Assistant – Performance Library

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<th>No. of Jobs Available:</th>
<th>3</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Ashton Bush, Performance Librarian</td>
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<td>Contact:</td>
<td><a href="mailto:ashton.bush@necmusic.edu">ashton.bush@necmusic.edu</a></td>
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**Job Summary:**

The Library Assistant position reports to the Performance Librarian and assists with music preparation for Large Ensembles including Philharmonia, Symphony, Chamber Orchestra, Opera Orchestra, Wind Ensemble, Symphonic Winds, and some Jazz and Prep School ensembles. Library assistants are required to work at least one shift per week on campus while some work can be completed remotely. 8 – 10 hours per week is preferred.

**Essential Functions:**

- Deliver and distribute music at large ensemble rehearsals and some concerts
- Assist library patrons
- Manage the performance library email
- Mark bowings in string parts
- Correct errata in orchestra music
- Create and edit PDFs
- Print and bind music
- Complete catalog and filing projects

Position starts on 9/1/2021 and this is an on-campus position.

$ 14.25 per hour.

**Qualifications:**

- Basic computer skills
- Ability to follow specific and detailed instructions
- Self-motivated, with good interpersonal skills
Ability to work under pressure and meet strict deadlines
Familiarity with bowings and markings in string parts

**How to Apply:** Please email your cover letter and resume to ashton.bush@necmusic.edu.