Performance Library – Library Assistant

<table>
<thead>
<tr>
<th>No. of Jobs Available</th>
<th>1</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Andres Almirall; Performance Librarian</td>
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<td>Contact:</td>
<td><a href="mailto:andres.almirall@necmusic.edu">andres.almirall@necmusic.edu</a></td>
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Job Summary and 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

The position’s hourly rate is $15

The desired start date is 1/16/2024

Job Duties / 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 a plus
- Must be at least a second-year undergraduate
- Priority offered to work-study students

How to Apply: Email cover letter and resume to Andrés Almirall at andres.almirall@necmusic.edu. Please note in your email whether you are a work-study student.