

Performance Library – Library Assistant

No. of Jobs Available:	3
Supervisor:	Andrés Almirall, Performance Librarian
Contact:	andres.almirall@necmusic.edu

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 weekly repertoire classes. Library assistants will work at least one shift per week on campus; some work can be completed at home.

Essential Functions:

- Deliver and distribute music at large ensemble rehearsals and some concerts
- Assist library patrons
- 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 is compensated at \$15 per hour.

The desired start date is 8/26/2024, or as soon as you are able to begin work.

Job 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
- Work-study students are especially encouraged to apply.

How to Apply: Email a cover letter and resume to andres.almirall@necmusic.edu .