Performance Library – Performance Library Assistant

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<th>No. of Jobs Available:</th>
<th>4</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Andrés Almirall, Performance Librarian</td>
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<tr>
<td>Contact:</td>
<td><a href="mailto:andres.almirall@necmusic.edu">andres.almirall@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.

**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

The position is compensated at $15 per hour.

The desired start date is 08/14/2023.

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