



### **Oakland Symphony Special Project Music Librarian**

The Oakland Symphony is seeking a Music Librarian for a Library Cataloging and organization project.

#### **THE ORGANIZATION**

Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community

#### **POSITION SUMMARY**

Oakland Symphony (OS) seeks a Music Librarian to assist in a short term project to create a music catalog and organize our growing music and music resource library for our professional symphony orchestra, youth orchestra, and chorus

**Reports to:** Director of Operations

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Evaluate, and organize current music library and music resources across their current 3 locations
- Create a digital music library and resource catalog
- Work with Director of Operations and team to create and implement a music library and resource storage plan

#### **QUALIFICATIONS:**

- Knowledge of orchestral and choral repertoire.
- At least 2 years' experience in a comparable position.
- Strong computer skills and proficiency in Microsoft Office (Word, Excel)
- Strong project management skills and ability to juggle multiple tasks at different stages simultaneously.
- Some standing, walking, bending, frequent use of hands, stooping and lifting (at least 30 pounds) is needed
- The noise level of the work environment is usually moderate
- Access to reliable transportation.

**ATTRIBUTES**

- Exceptional interpersonal and problem-solving skills.
- Flexible, focused, organized, and a hands-on doer.
- Attention to detail, adherence to deadlines and ability to prioritize.
- People person and team player.
- Sense of humor.

**SALARY AND BENEFITS**

- \$10,000 for the project to be completed within one to three months.

**To Apply:** Please fill out the application form and submit a cover letter, resume, and references to Sara Vreeland, Director of Operations, at [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org). Application open until filled.