

# BRECKENRIDGE MUSIC FESTIVAL

**JOB TITLE:** Festival Music Librarian  
**REPORTS TO:** Director of Education & Event Operations  
**SUPERVISES:** Library and Personnel Assistant/Intern  
**STATUS:** Seasonal/ Full time

## **JOB SUMMARY:**

Working directly with Artistic Director & Conductor and Personnel Manager, the Festival Music Librarian is responsible for the purchase, rental, preparation and distribution of scores and parts for all Breckenridge Music Festival's mainstage performances (typically Thursday/Saturday at the Riverwalk Center) during the summer season. In addition, the Festival Music Librarian coordinates with the Administration, Artistic Director & Conductor and Artistic Partners for Chamber Music to obtain and distribute all BMF-programmed chamber music during the summer festival, excluding those that are casual in nature (i.e. Trail Mix, special fundraising events, educational workshops, etc.).\*

*\*Majority of chamber music programming is repertoire requested by Festival Orchestra musicians and musicians are responsible for obtaining and distributing parts for this repertoire.*

## **DUTIES AND RESPONSIBILITIES:**

- Performs pre-season work at the request of Festival Administration, Artistic Director and Concertmaster. This includes, but is not limited to the following:
  - o Works with the Artistic Director, Artistic Partners for Chamber Music and guest conductors in selecting performing editions and in marking bowing, cuts or other editing, then distributes parts to musicians.
  - o Research publishers and libraries for most cost efficient way to obtain music as well as work with librarians from other organizations to arrange music trades.
  - o Provide music to principals for bowing, determine orchestration needs, inventory all library holdings and trade holdings.
- Distribute and collect all music to Artistic Director, guest conductors and musicians for use at any and all rehearsals and performances.
  - o Distribute music to BMF Orchestra musicians for the first 10 days of festival upon musician's arrival.
  - o Distribute music to BMF Orchestra musicians at least 1 week prior to the first rehearsal for each program for the remainder of the festival
  - o Coordinate with Artistic Partners and BMF musicians in advance of the festival regarding the acquisition and distribution of chamber music and fulfil requests

for the digital distribution of chamber music parts in advance of the festival as necessary.

- Process requests from the Personnel Manager relative to music distribution to substitute and extra players.
- Distribute and collect music for all orchestra run-outs.
- Place all music rental orders using the established purchase order system, receiving and returning all rental music including all parts and bowings removed, and working within assigned budget to the extent possible.
- Be available at the first orchestra rehearsal of each program, dress rehearsal and all performances (30 minutes before, during the intermission/break, and 30 minutes after).
- Ensure all parts are properly marked with correct bowings, cuts, rehearsal numbers, and all other necessary information. (Note: All bowings, except for rental materials not yet received, are to be received back from the string principals before the season begins.)
- Assist with end of season Riverwalk Center breakdown and storage of all music and equipment.
- Maintain current BMF and NRO library of music holdings, records repertoire performance data, and assess long-range acquisition needs.
- Monitor all music which may be checked out for practice and, to the extent possible, fulfill musicians' requests for part pdfs prior to arrival in Breckenridge for the first rehearsals/concert.
- Maintain library including music and respective work areas.
- Attend production team meetings as requested by the Production Director, Festival Administration or Artistic Director.
- Work the required number of hours to successfully complete all duties
- Other duties as assigned by the Exec Director.

#### **ESSENTIAL SKILLS/ABILITIES:**

- Degree in music and/or training in library procedures and thorough knowledge of orchestral repertoire and score markings.
- Familiarity with music publishing, licensing and copyright law.
- Exceptional attention to detail; highly organized; excellent self-time management.
- Ability to maintain positive relationships with musicians, guest artists, conductors, volunteers, co-workers.
- Ability to work flexible hours including evenings and weekends during summer festival period
- Ability to lift up to 50 lbs.
- Works well in high-pressure, fast-paced environment.
- Positive attitude, flexible.
- Excellent customer service skills Ability to work with diverse personalities.

#### **TO APPLY:**

To apply for the position, please submit a cover letter, along with a resume and references to [olivia@breckenridgemusicfestival.com](mailto:olivia@breckenridgemusicfestival.com) by February 26, 2018.

#### **ABOUT THE BMF:**

*The Breckenridge Music Festival presents diverse and high-quality live music performances and broad-based community music education, serving upwards of 15,000 people annually. The flagship of the Breckenridge Music Festival, a four-week summer festival, is built upon the versatility of 46 professional musicians from major orchestras across the country and the casual vibe of the Riverwalk Center, the Festival's mainstage venue. Also in the summer months, the Blue River Series brings in national touring acts to explore the wide world of music, including Jazz, Funk, Country & Western, Folk, and Bluegrass, and the Champagne Series offers chamber music parties in private homes. During the winter, small-format performances by returning summer artists and featured regional and national performers are hosted in intimate venues around Summit County. In addition, the BMF's education and community engagement program shares the gift of music with the next generation of Summit County music lovers and their families, serving up to 5,000 Summit, Lake, and Park County students each year. This includes in-school performances, workshops and master classes as well as summer enrichment activities and an annual Free Family Concert for all ages.*

*The 46-piece Festival Orchestra is resident in Breckenridge, CO for four weeks each summer and generally performs eight orchestra programs (two per week), approximately fifteen (15) chamber music events, special presentations as a part of the Breckenridge International Festival of the Arts, and educational and community outreach events. Mondays are generally free of services.*