

## **Sewanee Summer Music Festival - Assistant Librarian**

<http://ssmf.sewanee.edu/>

Sewanee Summer Music Festival (SSMF) seeks a seasonal Assistant Librarian for the 2020 festival, reporting to the Head Librarian. The SSMF Library provides music for all performing ensembles of SSMF.

### **Primary Responsibilities:**

- Prepare, bow, and mark parts as necessary in consultation with the Head Librarian.
- Organize folders for orchestra personnel, distribute parts to musicians, and track outstanding parts to ensure all are returned at the end of each concert week.
- Assist production crew with music shifts during stage changes at both rehearsal and concert services.
- Attend all rehearsals and concerts for the assigned ensemble(s).
- Staff the music library with the Head Librarian and student workers during open hours.
- Supervise student workers
- Work closely and effectively with faculty members, students, and staff.
- Other duties as assigned.

### **Qualifications:**

- Minimum of 2 years music library experience required, orchestra library experience a plus.
- Knowledge of classical music and ability to read music required.
- Excellent written and verbal communication skills, and knowledge of technology.
- A demonstrated strong background in interpersonal skills.
- Keen attention to detail
- Experience in independent work and must be independently motivated.
- Must be able to lift and distribute heavy boxes of music.
- Must be eligible to work with minors in the state of Tennessee.

### **Compensation:**

Stipend commensurate with experience, plus housing and meals for the duration of the festival.

### **Duration:**

June 18 - July 21, 2020

### **Application Procedure:**

Please send a cover letter and resume with three references to [ssmflibrary@gmail.com](mailto:ssmflibrary@gmail.com) with SSMF Assistant Librarian 2020 in the subject line

### **Application Deadline:**

February 22, 2020