

THE NEW YORK POPS

A DIFFERENT KIND OF ORCHESTRA

TITLE: Music Library Assistant

REPORTS TO: Music Librarian

POSITION OVERVIEW: The Library Assistant reports to and assists the Music Librarian, as needed, with the administrative responsibilities outlined below in support of The New York Pops Music Library. This position is part-time and does not include rehearsal or performance duties.

DUTIES AND RESPONSIBILITIES:

- Preparation of parts including marking of bowings, cuts, edits, page-turns, and inserts
- Scanning, printing, and binding scores and parts
- Breaking down concert folders and filing orchestra sets
- Data entry for library elements within the catalog and additional general record keeping and cataloging
- Supports delivery of music to conductor, guest artists, and orchestra musicians
- Other duties as assigned or apparent

QUALIFICATIONS:

- At least 200 hours of prior performance library experience (i.e., 2 years of part-time work)
- Musical performance background; basic knowledge of music theory, history, and terminology
- Excellent communication skills. The successful candidate will possess an instinct for perfection and an infallible commitment to following instructions and asking clarifying questions.
- Exceptional organizational and time management skills; exemplary attention to detail; ability to work efficiently and meet deadlines
- Work well independently and as part of a team.
- Excellent computer skills including proficiency in Microsoft Office Suite.

WAGES, BENEFITS, & WORKING CONDITIONS:

- \$30.00 per hour; hours will vary based on workflow
- Must be available to work evenings and weekends
- The New York Pops' Music Library is located on-site at its administrative offices in lower Manhattan

HOW TO APPLY:

- Please email cover letter and resume as one PDF document to jobs@nypops.org, include "Library Assistant" in the subject line of the email.
- No phone calls please.

- Application deadline: December 31, 2024
- Start date: January 13, 2025

The New York Pops is dedicated to promoting music to all through collaborations with public and private education and community organizations throughout New York City. It is committed to serving all members of the community and advancing diversity, equity, and inclusion as part of its mission. We are committed to an inclusive workspace, and we strongly encourage applications from BIPOC, AAPI, LGBTQ+ who are excited about contributing to our mission.

ABOUT THE NEW YORK POPS:

The New York Pops is the only symphonic orchestra in the greater New York City area dedicated solely to popular music. Known for celebrating the diverse American songbook, The New York Pops reaches thousands of music lovers each year through its dynamic performances and robust education programs. Under the dynamic leadership of Music Director and Conductor Steven Reineke, the 78-musician orchestra performs a six-concert season at Carnegie Hall and a summer concert at Forest Hills Stadium, a 14,000-seat historic concert venue in Queens, NY. Through its PopsEd music education programs, The New York Pops fulfills its dedication to lifelong learning by collaborating with public schools, community organizations, and senior centers throughout the five boroughs of New York City. PopsEd allows thousands of New Yorkers of all ages and backgrounds to participate in fully customizable music programs that blend traditional education with pure fun.

www.newyorkpops.org