

About the VSO

Vancouver Symphony Orchestra Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. Maestro Otto Tausk is the VSO's Music Director and the Artistic Advisor of the VSO School of Music.

About the VSO School of Music

VSO School of Music, founded in 2010, is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world's great music, the VSO SoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. With a roster of over 1900 students, the School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

The school also features a performance theatre (Pyatt Hall) and Reception space which sees a wide range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

Job Description- Head Librarian

We are seeking a dedicated and highly skilled individual to fulfill the role of Head Librarian. This pivotal position commands leadership within our library. The Head Librarian is an integral part of the Artistic Operations and Production Department and is responsible for the day-to-day operations of the VSO Music Library. In this

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role, the Head Librarian will be responsible for not only maintaining the integrity of the library's holdings but also acquiring, preparing, and distributing music to the VSO musicians for rehearsals and performances, managing an annual library budget, ensuring adherence to copyright laws and synchronization rights. The Head Librarian works closely with the Music Director, musicians, staff, guest conductors, and soloists.

This position also oversees the Assistant Librarian, Library Assistant, and Library volunteers. In this role, you should exhibit strong leadership qualities and an ability to navigate the intersections of art, culture, and education sustainably.

Duties and Responsibilities:

Music Procurement

- Arrange for the purchase or rental of materials to meet the programming needs of the orchestra while keeping track of a library budget
- Receive incoming music shipments; pack outgoing shipments and maintain shipping records
- Check all incoming and outgoing performance materials for condition and completeness and take appropriate action to rectify any deficiencies
- Ensure prompt return of rented or borrowed materials in adherence to copyright laws

Music Preparation

- Plan and manage a schedule for the VSO library to ensure that music preparation is done in a timely manner and ready for the musicians in compliance with the collective agreement
- Supervise Assistant Librarian and Library Assistant to ensure smooth library workflow; hire and supervise bowing assistants
- Supervise and coordinate with Assistant Librarian that string bowings are given to and returned by the string principals in accordance with the season schedule
- Organize bowings to be done by Assistant Librarian, Library Assistant and other bowmarkers

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- Prepare music for folders – check bar numbers and rehearsal markings, check starts/stops, cuts and inserts as required by conductor, check keys with vocal soloists and choirs
- Advise Orchestra Personnel Manager of any changes or updates in instrumentation
- Break down folders and re-shelve VSO materials; return rental materials as required
- Catalogue new acquisitions
- Maintain and update relevant orchestral planning software (ArtsVision)
- Produce scores and parts for new compositions and arrangements
- Prepare audition materials as required

Administrative

- Provide program listings, instrumentation requirements, and other information to staff upon request; proofread program book
- Maintain accurate orchestra performance records
- Review and submit invoices for music and library supplies
- Provide projected rental and purchase expense figures for planned repertoire
- Other duties as assigned

Requirements:

- Master's degree in library studies/library science or a degree in music or comparable experience in a music-related field; knowledgeable in performance practice, music theory, and foreign language musical terms
- Proven experience in library management or a similar role in the art sector
- 3-4 years of experience in a similar role
- Working knowledge of Canadian and international copyright laws and familiarity with music licensing agencies
- Experience with artistic planning software (ArtsVision), music notation software, Microsoft Office
- Ability to pay meticulous attention to detail
- Flexibility and proficiency in organizing and completing several tasks simultaneously and possess strong problem-solving skills

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- Ability to work and thrive in a fast-paced environment
- Ability to work independently and as part of a team
- Ability to stay calm, think clearly, and maintain a professional demeanor under pressure

Remuneration

- \$63,000- \$73,000 based on experience
- 2 Weeks Vacation
- Full Time
- Medical and Dental Benefits
- Start Date: Open Until Filled
- We require all staff to complete a criminal record check that is part of the hiring process, and we do not reimburse for the cost

What it's like to work here

The VSO and the VSO School of Music offer a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans.

The VSO and VSO School of Music offer hybrid working models, though given that we work in live performing events, we know that some evening and weekend work will be required on site.

The VSO and the VSO School of Music **value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace.** We encourage applications for this position from members of all groups experiencing barriers to equity.

Benefits

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The VSO and the VSOSoM offer a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

Please email your resume and cover letter to employment@vancouversymphony.ca

Please include “**Head Librarian**” in the subject line.

The VSO and the VSOSoM thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

Application deadline

Open Until Filled