Application Deadline: March 1, 2022, for best consideration
Position: Contractual, Paid
Dates: May 2 – July 1, 2022 (negotiable – see below)
Payment: $2500.00 (housing provided)

Description
The Music Librarian Fellowship at the National Orchestral Institute + Festival (NOI+F) is designed to provide experience and training to emerging library professionals already possessing some prior library experience. The fellow will work closely with the Festival’s conductors and faculty to prepare professional materials for rehearsal and performance. The fellow will also work with staff at the Michelle Smith Performing Arts Library on archival projects related to the National Orchestral Institute collection. The fellow will supervise an assistant librarian and library intern.

The Music Librarian Fellowship will receive mentorship opportunities from professional librarians to aid in their career development. Dates and scope of engagement subject to state, county, and University restrictions related to COVID-19. Any in-person mentorship experiences may be conducted virtually.

Primary Duties
The Music Librarian Fellow is responsible for marking and bowing parts in consultation with the conductors and music faculty; preparing practice parts; repairing music; checking out study scores; maintaining and updating the library inventory; overseeing the assistant librarian and library intern and managing their work hours. The fellow will also be responsible for completing archival work in the Michelle Smith Performing Arts Library relating to the NOI+F archive.

Requirements
Some previous orchestral library experience is required. Must be motivated, work well in a fast-paced environment, and be able to meet deadlines. Knowledge of music notation software is preferred, but not required. Must be able to lift boxes weighing up to 30lbs, climb stairs, and retrieve music from overhead shelves. Must have good working knowledge of basic office productivity software such as Microsoft Office.

Duration
The Music Librarian Fellow should expect to begin working remotely on music preparation in early-May 2022 and arrive at the festival as early as can be negotiated, but no later than May 20, 2022. The fellowship ends on July 1, 2022.

Compensation
$2500 split between two bi-weekly payments. Complimentary housing is provided in on-campus dormitory style apartments with kitchens.

Application
Please send a cover letter, resume, and references to asposato@umd.edu in PDF format. For best consideration, please submit your application by March 1, 2022.