



LIBRARIAN & EDUCATION ASSOCIATE MANAGER JOB SCOPE

JOB TITLE: Librarian & Education Associate Manager

REPORTS TO: General & Personnel Manager (GPM)

STATUS: Full Time/non-exempt

OVERVIEW: The Lexington Philharmonic (LexPhil) is a dynamic, evolving orchestral institution located in Lexington, KY. LexPhil's mission is to foster excellence and innovation in the performance and presentation of great music; enrich the lives of our diverse citizenry; educate current and future audiences and bring distinction to our community through the orchestra's presence and standing.

JOB SUMMARY: The **Librarian & Education Associate Manager** is responsible for managing all library functions, music preparation and the education efforts of the Lexington Philharmonic. Position requires strong knowledge of orchestral music, organizational skills, professional demeanor, strong communication skills, ability to work under pressure while maintaining a positive attitude, flexibility and evening/weekend hours. This is a great opportunity for someone who is passionate about the role of live orchestral music in contemporary life and enjoys the challenge of managing multiple priorities.

JOB DUTIES AND RESPONSIBILITIES:

Library Responsibilities

- Music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
- Distribute music to players (local and out-of-town) in accordance with the Collective Bargaining Agreement (CBA).
- Prepare and manage annual library budget.
- Maintain the orchestra's collection of scores and parts including repair and organization of music and folders.
- Arrange for rental or purchase of all required library material; keeping accurate financial records.
- Maintain current records and files for publisher catalogues; research availability and cost of music to be ordered.
- Revise and update library policies and procedures as needed.
- Maintain all archival repertoire records for each concert cycle.
- Prepare for and attend all orchestra rehearsals and concerts unless excused by the GPM.
- Distribute and collect music at all rehearsals and concerts.
- Manage any rental or loans of LexPhil owned music and ensure return of such in good condition.
- Prepare excerpts for auditions as needed.

Education Responsibilities

- Serve as the primary contact for the educational activities of the Lexington Philharmonic.
- Build strong communications and network with appropriate educators.
- Make public presentations regarding LexPhil's education programs.
- Work with GPM to create and implement programs for Peanut Butter & Jelly series, Discovery, Music Builds and other educational opportunities.

- Work with GPM to build annual Education Budget and monitor compliance throughout the year.
- Assist GPM in hiring musicians for all Education activities and administer payroll.
- Assist Development Manager in writing grants and grant compliance related to Education activities.
- Ensure achievement of all education goals outlined in strategic plan and recommend updates to the plan as needed.
- Develop evaluation process and tools to measure success of education programs for annual reporting and grant compliance.
- Create curriculum guides to connect LexPhil education programs to Kentucky Department of Education curriculum standards.
- Identify and work with community partners to collaborate on new and existing projects.
- Recruit, train and supervise volunteers and support staff for Instrument Petting Zoos, Music Builds and the Discovery Program.
- Develop advocacy strategy for LexPhil education initiatives and the value of the arts in education.
- Serve as “Manager on Duty” for education events (and others as assigned).
- Manage a productive education task force as needed.

Administrative Responsibilities

- Communicate regularly with GPM to address issues and to prepare for performances.
- Assist in audition process as needed.
- Attend staff and other meetings as required.
- Other duties as assigned or apparent.

QUALIFICATIONS:

- Bachelor’s degree in Music, Music Education or a related field with strong knowledge of orchestral classical music
- Minimum 2 years’ experience working in a music performance organization or arts education
- Excellent driving record and dependable transportation
- Strong written, verbal and interpersonal communication skills and comfort in communicating with a wide variety of personalities and as a representative of LexPhil when required.
- Proficiency with all Microsoft Office Programs and library related programs (i.e. Sibelius, Finale, etc.)
- Strong organizational skills and attention to detail, with the ability to work under pressure, with competing priorities in a fast-paced environment.
- Ability to work both independently and as part of a team.
- Ability to lift up to 50 pounds and be on ones feet for long periods of time
- Day, evening and weekend availability
- Comfortable communicating with musicians, board, staff and volunteers and as a representative of LexPhil when required.
- Positive attitude and ability to understand how the Librarian & Education Associate Manager fits into the larger picture for a successful and dynamic orchestral institution.

To Apply: Please email your resume and letter of interest to manager@lexphil.org. No phone calls, please. ***The Lexington Philharmonic is an Equal Opportunity Employer.***

Compensation is competitive with similar sized orchestras and commensurate with experience.

This job scope defines the major components of the Librarian & Education Associate Manager role and responsibilities, but should not be viewed as inclusive of all responsibilities. The job scope may evolve and responsibilities may be added or remove. The Lexington Philharmonic operates under the Kentucky employment-at-will doctrine which will not be superseded by any organizational documents, oral or written statements.