



Music Library Sciences Intern (INTERNSHIP)

Job Title: Music Library Sciences Intern

Reports To: Librarian

Job Summary: The Music Library Sciences Intern works closely with the Librarian, Director of Operations and the production team to assist in the musical score preparation of the Memphis Symphony Orchestra. The ideal candidate will be a University of Memphis student, highly attentive to details, independent and fully committed to growing in this role.

Job Duties and Responsibilities:

- 1) Assist in preparing music for performance, including:
 - Inventory rental music as it arrives
 - Inventory & catalog new acquisitions
 - Copy markings into parts (may include bowings, rehearsal numbers/letters, dynamics, etc.)
 - Repair older, damaged parts/folders as necessary
 - Scan/photocopy practice parts as necessary
 - Prepare folders for musicians
- 2) Assist in maintaining music, including:
 - Distribute folders at rehearsals/concerts
 - Gather folders after rehearsals/concerts
 - Erase markings from rental music if necessary
 - Remove music from folders after use, inventory, and return to shelves or pack for return to rental company
- 3) Assist in cataloging/maintaining archives, including recordings of orchestra performances, programs and related publicity materials, etc.
- 4) Other duties as assigned.
 - Work closely with the Director of Operations to procure necessary supplies, licenses, equipment and services for all productions.
 - Communicate information clearly, succinctly, and professionally with staff, community and contract partners as directed.
 - Follow up on all requests in a timely manner; help promote positive relations between the organization and community partners.

Education/Experience/Knowledge:

Pursuing a bachelor's or master's degree in the fine or performing arts, communications, business or liberal arts from the University of Memphis. Priority will be given to string players and those with prior experience in library science or similar positions requiring detail-oriented tasks. Planning and organizational skills are required. High degree of computer/copier skills a plus. Ability to work under pressure, be reached at all times, work nights and weekends, prioritize projects and meet deadlines in a timely fashion.

For more information on the program, other positions, and deadlines: <http://MemphisSymphony.org/intern>
Send Resume with Cover Letter to Spencer Blank: spencer.blank@memphissymphony.org