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## Orchestra Librarian Resume

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### Job Objective

Looking for an opportunity to secure an Orchestra Librarian position with reputable firm in which to enhance my career and help company meet goals.

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### Highlights of Qualifications:

- Hands-on experience in development, management and maintenance of orchestra library materials
  - Immense knowledge of music history, terminology, orchestral repertoire and musicology
  - Extensive knowledge of orchestra instruments and orchestration practices
  - Familiarity with using music notation programs, ArtsVision software, and Microsoft Office
  - Ability to communicate with composers, orchestra conductors and artists, positively
  - Ability to read and comprehend music notations and orchestral symbols associated with instruments
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### Professional Experience:

Orchestra Librarian  
Augsburg College  
August 2012 – Present

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### Responsibilities:

- Obtained, prepared, marked and distributed music pieces and materials.
  - Kept and maintained music related records and shipping information for orchestra library.
  - Checked and tracked all incoming and outgoing performance materials for quality and completeness.
  - Shipped and returned all rented music materials in a timely manner.
  - Interpreted and adhered to copyright laws related to music and orchestral compositions.
  - Developed and maintained positive relationships with orchestra conductors, soloists and vendors.
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Orchestra Librarian  
Pacific Symphony  
May 2009 – July 2012

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### Responsibilities:

- Collected, prepared and distributed music materials and scores for orchestra rehearsals and concerts.
  - Oversaw and assisted with marking of string bowings and music preparation.
  - Cataloged, filed and maintained collection of music scores and parts for orchestra library.
  - Maintained security of music collections and tracked all outgoing music materials.
  - Checked all incoming music materials and maintained budget allocated for orchestra library.
  - Maintained and provided program listings, publisher catalogues and instrumentation information.
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### Education:

Bachelor's Degree in Music  
Bismarck State College, Bismarck, ND

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