



CANTON SYMPHONY ORCHESTRA (CSO) – LIBRARIAN & ARCHIVIST

TITLE: Librarian & Archivist

REPORTS TO: Artistic Operations Manager

POSITION DESCRIPTION: Full Time; Varied schedule based on programming. Requires weekends (about 11 per year) and other weeknights for concerts and events. This job description may be amended to remain consistent with the needs of the organization at the discretion of the President & CEO.

COMPENSATION: \$36,000-\$40,000 (dependent upon experience)

BENEFITS: This position receives 20 days (four weeks) of paid time off (PTO). CSOA covers 50% the cost of a single rate policy for Health and Vision insurance, 85% of Dental coverage and 100% Disability and Life insurance. CSOA will match up to 1% of an employee's salary if they contribute to a 403(b) account and employees can elect to have a Flex Spending Account.

RESPONSIBILITIES: The Librarian & Archivist is responsible for providing and organizing all the music needed for performances, maintaining the orchestra's library of parts and scores, and serving as the archivist for CSO history and archival projects. In addition, they will assist the Artistic Operations Manager in the smooth execution of all rehearsals and concerts.

- Work with the Artistic Operations Manager to create a music rental/purchase budget for each season
- Manage all rental music including, packing and shipping outgoing music, maintaining shipping records, ensuring prompt return of rented or borrowed materials, and adherence to copyright laws
- Ensure proper music preparation so all performance materials are of quality condition and completeness and meet the standards of the organization (i.e. editing, proofreading, distributing, and marking parts). Acceptable standards include legible parts, adequate rehearsal letters, numbers and measure numbers, and proper bowings.
- Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
- Prepare music for auditions and assist artistic staff in obtaining scores and preparing music to be performed.
- Work with conductors and soloists to prepare music according to their specific requirements.
- Ensure that there are enough parts; provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice.
- Distribute music, either electronically, by mail or in person.
- Distribute and collect music at concerts and rehearsals; assist conductors and musicians with needs related to printed music.
- Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.
- Catalog and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security.
- Ensure that all library holdings are properly tracked and catalogued in CSO's orchestra management software OPAS.
- Report music that is lost or damaged to the Artistic Operations Manager.
- Track all items borrowed from the library, i.e., individual parts, scores, reference materials; ensure their timely return.

- Report to all appropriate performance licensing organizations (ASCAP, BMI, etc) all music performed on all concert series by tracking data associated with these reports.
- Complete CSO archival and historical projects including donated collections, historical archives, newspaper projects, and other projects as they arise.
- Manage and maintain the CSO archival recording collection.
- Serve as a primary staff person at all mainstage rehearsals and concerts and assist Artistic Operations Manager with rehearsal and concert management. Additional assistance may be required for auditions as well as education and community programming.
- Assist with OPAS management to help build the orchestra season, ensuring that proper instrumentation, repertoire, and other important musical information is available for musicians as well as maintain musician profiles and contact information in accordance with the CBA (Collective Bargaining Agreement).

POSITION REQUIREMENTS:

- Bachelor's Degree (or equivalent experience) in Music History, Music Performance, or other relevant degree
- Extensive knowledge of orchestral music
- Understanding of how to use Daniel's Orchestral Database, MTI, and other music research and licensing services
- Ability to properly bow strings parts
- Strong writing and communication skills
- Understanding of archival processes and catalogue upkeep
- Strong organizational skills, along with the ability to adapt when necessary to changing needs of the organization
- Experience with OPAS or a like organizational software
- Proficient in Microsoft Office Suite or like software

TO APPLY: Send resume and cover letter along with three references to search@cantonsymphony.org. CSO will accept applications until April 10, 2026, or until the position is filled.

The Canton Symphony Orchestra is an equal opportunity employer. The CSO maintains a policy of providing equal employment to all qualified applicants, employees, musicians and volunteers without regard to race, religion, ancestry, color, national origin, disability, age, gender or sexual orientation, as defined and required by law. Job posted March 10, 2026.