



Young People's Philharmonic of the Lehigh Valley

## **Librarian – Young People's Philharmonic (YPP) Job Description**

**YPP:** The Young People's Philharmonic is an organization which provides a variety of programs for middle school and high school musicians. The organization draws from the entire region, servicing a population of 1.5 million, and over 25 school districts. The orchestra provides enhanced ensemble and music education experiences, fosters an appreciation of classical music, and increases proficiency on the students' chosen instruments. The YPP orchestra is comprised of approximately 80 talented young string, woodwind, brass, and percussion players from grades 8-12; the JSP orchestra is comprised of approximately 45 talented young string players from grades 5-9; the Wind Symphony is comprised of approximately 30 talented woodwind, brass and percussion players from grades 5-9; and the chamber groups are comprised of string, woodwind and brass players.

### **Responsibilities:**

#### **Maintain and manage the YPP Library**

- Maintain an up to date inventory of all scores and works performed by YPP, JSP, Wind Symphony and chamber groups and provide the appropriate director or coach with any updates of any additions to inventory;
- Maintain an inventory of parts for each work;
- Maintain a record of performance dates for each work;
- Replace and/or repair parts as needed;
- Purchase music requested by directors and coaches;
- Purchase supplies needed for proper storage and distribution of music. i.e. envelopes for parts and students' music folders.

#### **Prepare and distribute music to all groups as follows:**

##### **YPP**

1. Provide string coach with one copy of all string parts for bowings;
2. Provide Music Director with scores;
3. Post parts to website for musicians;
4. Mark bowings on all original string parts;
5. Prepare folders with original parts for all wind, brass and percussion parts;
6. Prepare folders with original bowed parts for all string stands;
7. Provide folders with extra music for rehearsals and performances
8. Distribute and collect music at each rehearsal;
9. Transport music to and from all concerts and school tours;

##### **JSP**

1. Provide Music Director with scores;
2. Make copies of music for musicians and coaches;
3. Prepare folders with music for musicians and coaches;
4. Provide folders with extra music for rehearsals and performances.

##### **Wind Symphony**

1. Provide Music Director with scores;
2. If necessary, make copies of music for musicians and coaches;
3. Prepare folders with music for musicians and coaches;
4. Provide folders with extra music for rehearsals and performances.

**Chamber Groups**

1. Provide Music Director with scores;
2. Prepare folders with music for musicians.

**Minimum Requirements:**

Strong organizational and record keeping skills.

Ability to read music.

Familiarity with strings and transposing instrument parts.

Must pass Pa State Police background check and child abuse clearance.