

LAMPLIGHTERS MUSIC THEATRE PART-TIME MUSIC LIBRARIAN

About the Lamplighters:

Lamplighters Music Theatre was founded in 1952. Over the past seventy years, the company has developed a unique and vibrant culture of singers, musicians, actors, directors, designers, choreographers, technicians, trustees, volunteers, and administrative and production staff. The Board of Trustees is committed to maintaining the company culture – one of inclusion, diversity, high production values, and commitment to the tradition of Gilbert and Sullivan operettas and other similar works – combined with important doses of hard work and clever fun.

Critically acclaimed artistic successes for the Lamplighters include honors for Best Production and Best Director at the International Gilbert & Sullivan Festival in Buxton, England, and local awards in nearly every performance, direction, and design category.

The Role of the Music Librarian:

This is a part-time hourly position, reporting to the Executive Director and Resident Music Director. The Music Librarian is responsible for maintaining and keeping organized the Lamplighters' music library, as well as for preparing practice and performance scores for all Lamplighter productions. Time commitment varies, depending on repertoire.

Job duties include:

- Organize, catalogue, and maintain the music library;
- Order and collect new published parts;
- Work with Executive Director to order and return rental scores and parts as necessary;
- Consult with Concertmaster prior to each production, and set a timetable for completion of string bowings;
- Prepare orchestra music (practice and performance parts) and percussion lists;
- Distribute and collect music before and after rehearsals and performances in the format preferred (pdfs online preferred, with physical copies when requested);
- Attend monthly staff meetings whenever possible;
- Coordinate with Music Director, Conductor, Orchestra Contractor, Production Manager, and Stage Manager to cover other duties as needed.

Qualifications:

This position requires attention to detail, accuracy, proficiency in electronic distribution of documents, and a strong background in music, ideally including a knowledge of the works of Gilbert & Sullivan and classical operetta. Previous experience as a Music Librarian is highly desirable.

Compensation:

Hourly compensation: \$25.00 / hour.

Lamplighters Music Theatre provides equal opportunity, and is committed to a culture of inclusion, diversity, and high production values.

How to Apply:

Send letter/resume to jobs@lamplighters.org