

SPOLETO — FESTIVAL USA

Orchestra Librarian

Now in its 49th year, Spoleto Festival USA is internationally recognized as America's premier performing arts festival. For 17 days and nights each spring, Spoleto Festival USA fills Charleston's historic theaters, churches, and outdoor spaces with performances in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Spoleto's mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unique performance opportunities for established artists. Beyond its role as a launching pad for young talent, Spoleto also serves as a catalyst for cultural change and has aided in Charleston's flourishing as a top arts and culture destination. The 2025 Season will take place from May 23 through June 8. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoleto Festival USA seeks a highly organized and experienced **Orchestra Librarian** to join the Producing Department for the 2025 Festival season. This temporary, seasonal position supports all aspects of orchestra library preparation and operations, working closely with the Producing Office, Orchestra Manager, and Music Director. Key responsibilities include managing the preparation, marking, and dissemination of orchestral parts, as well as providing on-site support during rehearsals and performances.

The ideal candidate will have demonstrated experience in orchestra library management, excellent attention to detail, and the ability to thrive in a dynamic, fast-paced environment. This role requires a positive and collaborative approach, professionalism, and calmness under pressure.

Position Type: Temporary, seasonal, non-exempt, and not benefit eligible

Anticipated Start Date: January 6, 2025

End Date: Tuesday, June 10, 2025

Hours: Flexibility for night, holiday, weekend, and extended hours as needed. The schedule will vary based on festival needs and will be determined with your supervisor.

- January 6 – May 11: Average of 10 hours per week, ensuring the monthly total does not exceed 129 hours.
- May 12 – June 10: \$1,000/week, non-hourly, full-time

Location:

- January 6 – May 11: Remote
- May 12 – June 10: Charleston, SC (on-site)

Department: Producing

Reports to: Lead Producer

Responsibilities

Oversee Library Operations

- Identify, acquire, and return rented or purchased parts with the support of the Associate Producer.
- Ensure all rentals are returned promptly at the conclusion of the Festival.

Prepare Orchestral Parts

- Bow, mark cuts, and include necessary notations in all orchestral parts.
- Scan parts for advance digital distribution to orchestra members.
- Produce hard copy practice parts for orchestra fellows' on-site use.

Provide Rehearsal Support

- Attend orchestra rehearsals to distribute parts as needed.
- Staff the Orchestra Library during rehearsals to address questions and fulfill requests.

Supervise Seasonal Staff

- Assist in hiring and overseeing the Orchestra Library Apprentice, ensuring timely training and task delegation.

Coordinate Communication

- Maintain regular communication with the Producing Office, Orchestra Manager, and Music Director to ensure seamless operations.

Essential Experience and Skills

- Demonstrated experience working in a professional orchestra library for a minimum of 2 years; internships and seasonal work are acceptable, with a strong preference for candidates who have leadership experience in concert settings.
- Comprehensive knowledge of music notation and industry best practices for orchestra library operations.
- Proven experience preparing orchestral parts and sets from scratch, including fresh parts and world premieres.
- Proficiency in using various technological equipment, particularly copy machines of diverse models.
- Exceptional attention to detail and organizational skills.
- Ability to manage multiple projects simultaneously in a fast-paced environment.
- Demonstrated discretion, integrity, and composure in high-pressure or challenging situations.
- Strong problem-solving abilities, including assessing, prioritizing, and implementing creative solutions.
- Ability to adapt and communicate effectively with individuals from diverse backgrounds.
- Excellent verbal and written communication skills.
- Must be at least 21 years of age by the start of the 2025 Festival: May 24, 2025.
- Commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.

Special Considerations

- Must be comfortable and able to work in the following conditions: low light or no light environments, standing for long periods of time, exposure to the elements, loud noise.
- Physical requirements include significant focus and visual concentration on screens, frequent communication in various forms, and the need for stooping, kneeling, bending, standing, squatting/crouching, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 50 lbs., moving/pulling/pushing up to 100 lbs. with assistance if necessary, moving materials of various shapes and sizes, working at a desk for long periods, and using computer equipment. Adaptations to accommodate individual needs are available in accordance with the ADA.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license. Must be able to drive a Festival-provided vehicle.
- Must be 21 years of age or older as this role requires driving a Festival-provided vehicle.
- Must be able to pass and maintain a clear background check.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.
- Flexibility with work schedule, including work nights, holidays, weekends, and extended hours as required; on-call during Festival period. Ability to work long days, nights, and weekends with a positive attitude.
- This position is based in Charleston, SC, and requires on-site presence May 12 – June 10.

Compensation

- January 6 – May 11: \$25/hour, average of 10 hours per week, capped at 129 hours per month.
- May 12 – June 10: \$1,000/week, non-hourly, full-time.
- Housing and a travel stipend will be provided for candidates residing outside of Charleston, SC, during the on-site period of the Festival.

Perks

Complimentary access for seasonal staff + a guest to select performances and events.

To apply: Please send a resume and cover letter to careers@spoletousa.org, with the subject line “Orchestra Librarian”.

Spoletto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoletto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.

Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoletto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.