

Orchestra Librarian (Seasonal)

Spoletto Festival USA is one of America's leading performing arts festivals. Each spring, for 17 days and nights, the Festival fills Charleston's historic theaters, churches, and outdoor spaces with more than 150 performances in opera, theater, dance, and chamber, symphonic, choral, and jazz music. The 2026 Season will run from May 22 through June 7.

Spoletto is a 501(c)(3) nonprofit organization.

Job Description

To support the Producing Department and the 2026 Festival season, Spoleto Festival USA seeks an experienced **Orchestra Librarian**. The Orchestra Librarian will work closely with the Producing Office, Orchestra Manager, and Music Director for the Orchestra to purchase, prepare, and distribute orchestral parts for all orchestra services.

Ideal candidates will have a strong track record of success in orchestra library operations, excellent attention to detail, and a calm, organized, and collaborative approach. This position begins remotely on an hourly basis in January 2026, transitioning to full-time, on-site salaried work in Charleston, SC beginning in mid-May through the end of the Festival.

Position Type:

- *Period of start to May 16, 2026:* Seasonal, hourly, non-exempt, not benefit eligible
- *Period of May 17-June 10, 2026:* Seasonal, exempt, not benefit eligible

Hours:

- *Period of start to May 16, 2026:* Remote, averaging 10 hours per week (not to exceed 129 hours per month)
- *Period of May 17-June 10, 2026:* Standard 40-hour work week; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period.

Start Date: December 2025

End Date: June 9, 2026

Location:

- *Period of start to May 16, 2026:* Remote
- *Period of May 17-June 9, 2026:* Onsite in Charleston, SC (festival housing provided)

Department: Producing

Reports to: Producer

Responsibilities

- Identify, rent, and/or purchase parts in coordination with the Producer, ensuring timely return of materials post-Festival.
- Prepare parts for all orchestra programs.
- Bow, mark cuts, and mark any other needed notations in all orchestral parts.
- Scan and distribute parts to the orchestra.
- Produce and organize printed practice parts for orchestra fellows for on-site use.
- Support and attend all orchestra rehearsals and performances during the Festival.
- Staff the Orchestra Library and provide on-site support to musicians as needed.
- Assist in hiring, training, and supervising the Orchestra Library Apprentice.
- Maintain clear communication with the Producing Office and Orchestra leadership throughout the season.

Required Qualifications

- Demonstrated experience working in a professional orchestra library for at least 2+ years; internships and seasonal work are acceptable with a strong preference for those who have experience with leadership on concerts.
- Knowledge of music notation and industry best practices for library procedures.

- Experience with lead roles in preparing parts and orchestral sets from scratch including fresh parts and/or world premieres.
- Expertise in achieving the above requirements using a wide range of technological equipment especially copy machines of various models.
- Strong organizational skills with a keen eye for detail and the ability to manage multiple tasks effectively.
- Discretion, integrity, and calm in potentially stressful circumstances.
- Desire to assess, prioritize, and find creative solutions when problem-solving.
- Ability to interact and communicate well with people of various backgrounds, adapting with ease.
- Must have excellent verbal, written, and personal communication skills.

Additional Requirements

- 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 50 lbs. with assistance if necessary, working at a desk for long periods, and using computer equipment. Reasonable accommodations will be provided 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 and have access to reliable personal transportation.
- Must be 21 years of age or older by May 17, 2026 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.

Compensation

- *Period of start to May 15, 2026:* \$25 per hour (average 10 hours per week, not to exceed 129 hour per month)
- *Period of May 15-June 9, 2026:* \$1,000 per week

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". No phone calls, please.

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. Spoleto 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 Spoleto 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.