

Music Library Assistant (Summer Student)

The Calgary Philharmonic has been a pillar of Calgary's vibrant arts scene since 1955 and in that time has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Orchestra presents a wide range of concerts, inspiring education programs, and reaches audiences worldwide through free and accessible digital programming. In addition to 66 full-time orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus of over 120 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences, and serves the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

The Role

The Music Library Assistant (Summer Student) will assist the Music Librarian in the Calgary Phil Music Library. In this role the summer student will develop a deeper understanding of music literacy and orchestra operations. They will work with vendors, learn shipping strategies, participate in part preparation, distribution, library organization, and more.

Responsibilities

- Properly sort and file sheet music in the music library
- Catalogue new works
- Update and maintain digital records in OPAS database
- Prepare music for the upcoming season
- Scan bowed parts and digitally catalogue them
- Become familiar with the orchestra sheet music buying/renting vendors and their practices
- General tidying of the library space
- General administrative duties (routine emails, meetings, document compiling, etc.)
- Other duties as assigned

Desired Qualifications

- Music literacy and orchestra operations knowledge
- Reading of music is an asset

Additional Details

- This summer position is for a minimum of 8 weeks of work (240 hours) paying \$20/hour. The successful candidate will start at the beginning of June.
- Office location: Werklund Centre, formerly Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Application deadline: 28 May 2025

Applications will be reviewed regularly, and suitable candidates may be contacted before the deadline. No phone calls or emails please.

Please send cover letter and resume to:

Michael Thomson,

Director, Orchestra Operations

HR@calgaryphil.com with the subject line "Music Library Assistant"

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such, encourages qualified candidates from a diverse range of backgrounds.

If you require accommodation for the recruitment/interview process, please let us know so that we can work with you to accommodate your needs.

We thank you for your interest in the Calgary Phil. Please note only shortlisted candidates will be contacted.

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