

# Music Library Assistant

For seven decades, the Calgary Philharmonic has been bringing communities together through the power of music. A pillar of the Calgary arts scene and one of Canada's most celebrated live music ensembles, the Calgary Phil presents more than 60 concerts a season across a wide range of programming — epic classics, thrilling collaborations, rockin' pops, family fun, and much more. The Calgary Phil also engages thousands of children each season through innovative and accessible Education and Outreach initiatives. 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 140 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences and serving the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

## The Role

We are looking for a Part-Time Music Library Assistant to join the Calgary Philharmonic's Orchestra Operations team. In this role, you will assist the Music Librarian to organize, prepare, and manage the music library for all Calgary Philharmonic rehearsals and performances. You will report to the Director, Orchestra Operations, and work closely with all members of the Calgary Philharmonic's administrative team and Orchestra musicians.

## Responsibilities

- Assist Music Librarian in the organization of the music library space
- Assist Music Librarian in the preparation of music distributed to the orchestra
- Represent the music library during select orchestra rehearsals and/or performances
- Coordinate reorganization of music upon completion of projects
- Assist in the maintenance of cataloging orchestral library
- Assist in the return and shipment of music rentals
- Assist in bowing and cleaning up of music parts for distribution

## Desired Qualifications

- Ability to read music and knowledge of orchestral repertoire
- Strong organizational skills with high attention to detail.
- Proactive, industrious, and capable of working independently
- Strong communication skills, and capable of working collaboratively within a team
- A sincere interest in arts and culture

## Additional Details

- **Employment Type:** Part-time
- **Salary Range:** \$25/hour, averaging 15-20 hours per week
- **Schedule:** This position will require some evening and weekend work
- **Hybrid Work Policy:** The Calgary Phil is trialing a hybrid remote work program. Employees who are eligible for this program may work up to three days/week from an appropriate remote location.

- A Police Information Check will be required from the successful applicant
- **Office Location:** Werklund Centre (formerly Arts Commons), Floor 2, 205 8 Ave SE, Calgary, AB T2G 0K9

### **Application Process**

Deadline: 29 August 2025

This posting will remain open until the position is filled. Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Please send cover letter and resume to:

Michael Thomson

Director, Orchestra Operations

HR@calgaryphil.com

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 an accommodation for the recruitment process, please let us know so that we can work with you to assist with your needs.

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

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