

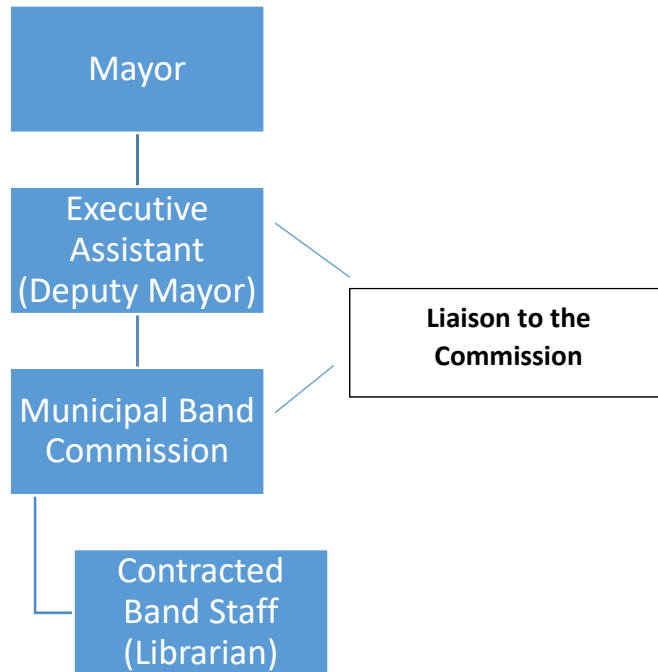
**DUTIES OF THE BAND LIBRARIAN
SPRINGFIELD MUNICIPAL BAND**

The Springfield Municipal Band is a tax funded arts organization funded through the Hotel-Motel Tax Fund and budgeted in the Office of the Mayor, Band Division.

REPORTING STRUCTURE:

Per 32.01 (b)

All boards, commissions, bureaus, committees, councils or agencies of the city, except for legislative committees, shall be part of the executive branch and supervised by the mayor and the executive assistant to the mayor.



QUALIFICATIONS:

- Possess a degree(s) in Music Education, Music Performance, and/or a combination of experience in managing and cataloging sheet music libraries.
- Ability to track and organize a large sheet music collection.
- Ability to interact with vendor musicians to distribute and track music folders for rehearsals and performances.
- Ability to create and maintain a respectful and productive professional relationship with the Band Manager and Band Conductor.

- Ability to report to the Municipal Band Commission with respect and dignity at all times.

SCHEDULE OF DUTIES:

Pre-Performance – Off Season

- Return all folders and music to the music library located in the basement of Municipal Center East.
- Conduct periodic library inventories on an as needed basis.

May-February Performance Season

- When the Conductor decides on rehearsal/performance programming, pull the requested music, organize in the various folders and distribute to vendor musicians.
- Match the folders to the instrumentation supplied by the Conductor and the roster compiled by the Manager. Report any discrepancies to the Conductor.
- Make additional copies for music for performances and rehearsals as needed
- Make repairs to sheet music as needed
- Maintain the library and report needs to the band liaison.
- Collect folders and return the music to the secure location on an as needed basis.
- Track all music with each vendor musician.
- Track all missing parts and replace if necessary.
- Weekly time commitment averages 10 hours.