

Job Description

Carroll University
Music – Instrumental Librarian
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Be of direct assistance to the Conductor of the Wind Symphony and the Director of the Jazz Ensemble. Maintain accurate records of all instrumental music owned by Carroll University. Disperse and collect all instrumental music used by instrumental ensembles throughout the course of the academic year.

Duties & Responsibilities:

- Maintain a sign in/out sheet for Wind Symphony and Jazz Ensemble music.
- Maintain a folder system for the Wind Symphony and Jazz Ensemble, wherein the folders are numbered and assigned to personnel. Keep a separate list that records which member has been assigned to each folder. Also record exactly what goes into each folder (throughout the year).
- Prepare and distribute music to Wind Symphony and Jazz Ensemble members as needed for rehearsals and performances using the designated folder system.
- Collect the music from the Wind Symphony and the Jazz Ensemble by collecting the folders (even if some of the pieces will be staying in the folder). Each member will be responsible for his/her folder so anything that is not in the folder when it is collected must be reimbursed by that member. (A small grace period, as determined by the director, may be allowed for the member to turn in the music late.)
- Stamp and file all new music purchases.
- Transpose or transcribe music as needed.
- Return promptly any borrowed music to the lender (by mail).
- Maintain computer database of the Wind Symphony and Jazz Ensemble libraries.
- Oversee and be in contact with the outside-group librarians (see below).
- Update and maintain the database for the chamber ensemble library.

Job Qualifications:

- This job requires participation in the Carroll University Wind Symphony, the ability to work independently, to be detail-oriented, to be able to work with the Filemaker Pro computer program, and to have a good knowledge and understanding of instrumental music.
- This job requires that the student worker be issued a key(s) to areas in the Shattuck Music Center. Keys are issued in trust; misuse of the key(s) will result in disciplinary action being taken, which could include termination of the student.

Supervisor:

- Dena LeMere,
262-524-7182