

Position Title: Music Librarian

Organization: Dallas Chamber Symphony
Posted: September 1, 2026 (interviewing, open until filled)
Reports to: Dr. Richard McKay, Artistic Director
Location: Dallas, Texas (In-Person/Hybrid)
Type: Part-time, independent contractor
Website: dcsymphony.org



Institutional Overview

Founded in 2011, the Dallas Chamber Symphony (DCS) is a professional orchestra and 501(c)(3) nonprofit organization dedicated to engaging community audiences and enriching lives through the discovery, creation, exploration, and enjoyment of great music. Each year, DCS reaches a diverse audience through its subscription season, acclaimed neighborhood outreach concerts, and comprehensive youth education programs. Subscription performances are presented at Moody Performance Hall in the heart of the Dallas Arts District.

Under the leadership of Music Director and Conductor Richard McKay, DCS has established itself as a distinctive and increasingly prominent voice in Dallas's performing arts community. The orchestra is recognized for musical excellence, imaginative programming, and pioneering multidisciplinary collaborations that expand the possibilities of the classical concert experience.

At the heart of DCS's artistic mission is the chamber orchestra repertoire, with a particular focus on works written for ensembles of fewer than 50 musicians. The organization has distinguished itself through consistently strong attendance, critical acclaim for its performances and internationally distributed recordings, and robust earned revenue from ticket sales that provides substantial support for its operations.

Context & Role Summary

The ideal candidate will be action-oriented, highly self-directed, and excellent at managing time, priorities, and deadlines. The Music Librarian plays an essential role in the orchestra's artistic operations, ensuring that musicians have accurate, properly prepared materials when they need them. Through careful preparation, organization, and anticipation of musicians' needs, the Librarian is integral to maintaining a professional working environment for the orchestra and supporting an excellent standard of performance.

The Music Librarian works closely with conductors, the concertmaster, and principal musicians and is responsible for the purchase, rental, preparation, and distribution of scores, practice parts, and performance materials for all rehearsals and performances. The Librarian also assists with maintaining the orchestra's music library, cataloging repertoire and performance data, filing archival materials and ephemera, and assessing short- and long-term acquisition needs.

The position requires a degree in music and/or training in music library procedures, along with a thorough knowledge of orchestral repertoire and standard practices for preparing and marking scores and parts. The Librarian should be familiar with music publishers, licensing and copyright requirements, MOLA standards and resources, and ASCAP and BMI reporting requirements.

Most Librarian duties may be performed remotely; however, attendance at rehearsals and performances in downtown Dallas is required. The Librarian will also have access to the orchestra's administrative offices and music library, located in North Dallas.

Key Responsibilities

- Procuring scores and parts from publishers through rental or purchase.
- Collaborating with conductors, the concertmaster, and principal musicians to prepare and maintain a master set of parts for individual practice, rehearsals, and performances.
- Preparing complete sets of practice parts, performance parts, and music folders.
- Accurately marking scores and parts, including bowings, measure numbers, rehearsal marks, page turns, errata, edits, and other performance markings.
- Digitizing physical sheet music and distributing scans to musicians for individual preparation prior to rehearsals and performances.
- Shipping physical practice parts to musicians in advance of rehearsals and performances, as needed.
- Performing on-site librarian duties at rehearsals and concerts, which may occasionally include light stage or venue management responsibilities.
- Maintaining accurate library records and organizing the orchestra's digital and physical music holdings, including materials stored at its administrative offices.
- Anticipating music preparation needs and resolving potential issues in advance of rehearsals.
- Collaborating with composers-in-residence on the preparation, editing, and distribution of scores and parts.

Qualifications

- Bachelor's degree in music, masters preferred.
- Strong computer skills, including proficiency in Microsoft Word, Microsoft Excel, and Adobe Photoshop.
- Proficiency with copiers and multifunction devices, including Xerox equipment, with knowledge of document sizing, copying, scanning, and input/output settings.
- Ability to produce professional music booklets using DCS office equipment, including collating, cover preparation, and coil binding.
- Proficiency with cloud-based file-sharing systems.
- Strong written and verbal communication skills.
- Strong organizational skills, with the ability to manage multiple projects and meet deadlines.
- Excellent time-management skills, both independently and as part of a team.
- Ability to understand and manage musician rotations, repertoire assignments, and schedules.
- Thorough knowledge of orchestral and chamber repertoire, including instrumentation for full orchestra, chamber orchestra, and chamber ensembles.
- Thorough knowledge of standard music-marking conventions, including bowings, errata, and other annotations.
- Thorough knowledge of orchestral and ensemble seating conventions.
- Ability to lift and carry materials and equipment weighing up to 20 pounds, desirable.
- Ability to commute to rehearsals, performances, and the orchestra's administrative offices as required.

Compensation

Compensation averages approximately \$75 per hour and is paid as a flat fee for each concert cycle.

How to Apply

Interested candidates should submit a résumé and cover letter to Barbara Vance at search@dcsymphony.org. Please include **"Orchestra Librarian Application"** in the subject line. Applications will be reviewed on a rolling basis until the position is filled. The Dallas Chamber Symphony is an equal opportunity employer.