

CHORALE LIBRARIAN JOB DESCRIPTION

Holland Chorale

2/19/19

Joel Dueck

With each seasonal concert:

- Retrieve existing sheet music titles form the Chorale Music Library
- Receive newly purchased music titles and/or additional copies of existing titles form the Artistic Director or Operations Manager
- Apply ownership labels and copy numbers to newly purchased music titles
- Distribute sheet music to Chorale participants in preparation for rehearsals and special events
- Inform the Artistic Director or Operations Manager of any shortage in music copies for current Chorale participants
- Collect sheet music from Chorale participants, once performances have been completed

Music Library Maintenance:

- Maintain an electronic catalog of Chorale Library contents
- Ensure controlled access to Chorale Music Library contents and other Chorale property stored at the Music Library location
- Re-file music that has been returned to the Chorale Music Library

Other:

- Coordinate loans of Chorale-owned sheet music to Chorale Board members, participants, and/or alumni, upon request