



## **Job Posting | Senior Principal Librarian**

Department: Artistic Operations

Reports to: Vice President of Orchestra Operations & Artistic Planning

Supervises: Principal Librarian, Library Assistants

FLSA Status: Full time, exempt

### **POSITION SUMMARY**

The Senior Principal Librarian serves as a central artistic and operational leader within the orchestra, overseeing all aspects of music research, acquisition, preparation, and library management to support performances at the highest level. Working closely with the Music Director, conductors, and artistic staff, this role advises repertoire selection, editions, and production requirements, while ensuring timely procurement, distribution, and accuracy of all musical materials. The position manages music preparation processes—including bowing, editing, and compliance with union agreements—while also providing hands-on support during rehearsals and performances. In addition, the Senior Principal Librarian maintains and organizes the orchestra’s music collection and databases, oversees budgeting and vendor relationships, secures licensing, and supervises library staff, all while fostering strong partnerships within the broader orchestra librarian community.

### **ABOUT THE FLORIDA ORCHESTRA**

The Florida Orchestra exists to INSPIRE | EDUCATE | UNITE through the power of music. Now in its 58th season, TFO is the largest professional orchestra in Florida and the only arts organization serving the entire Tampa Bay region. Led by internationally acclaimed Music Director Michael Francis, the orchestra employs 70 professional musicians and presents more than 100 concerts and education programs each season across Tampa, St. Petersburg and Clearwater, reaching audiences throughout the community. With an annual budget of approximately \$16 million, The Florida Orchestra is a leading cultural force dedicated to artistic excellence and community impact.

## **Responsibilities**

### **Music Research and Acquisition**

- Review music needed for all programs in coordination with the Music Director, staff conductors, and Vice President of Orchestra Operations and Artistic Planning.
- Advise internal and guest conductors and TFO Artistic Operations staff on:
- TFO library holdings and other available versions and editions of selected repertoire including status and quality
- Unusual work requirements such as offstage needs, uncommon rental instruments, works requiring extended techniques, staging, and other elements that have artistic or production implications
- Arrange for the purchase or rental of materials to meet the needs of the orchestra for each program including but not limited to sheet music and errata lists.
- Oversee incoming and outgoing music shipping including tracking delivery, verifying orders for completeness, packaging, and return.
- Maintain positive working relationships with music publishers, artist managers/music directors, and other orchestra librarians.

### **Music Preparation**

- Oversee all aspects of music preparation including, but not limited to bowing, editing, proofreading, marking of parts according to conductor specifications, and distribution.
- Ensure music distribution complies with AFM Collective Bargaining Agreement and internal policies.

### **Concert/Rehearsal Duties**

- In collaboration with the Principal Librarian:
- Coordinate delivery of music trunks to and from service locations with the Stage Managers.
- Serve as Music Librarian on duty at orchestra services.
- Place and collect folders and conductor scores on music stands and provide substitute copies of music in case of emergency
- Correct errors and mark changes in parts, if needed
- Maintain backup scores for musician and staff reference and emergencies
- Maintain accurate timings of works

### **Library Management**

- Maintain TFO collection of scores, parts, and folders in an orderly and organized manner including making repairs as necessary.
- Manage sheet music inventory and performance history catalogs via Microsoft Access and ArtsVision databases.
- Via the ArtsVision database:
- Oversee music program entry including tracking relevant production and instrumentation information
- Generate and distribute repertoire sheets

- Update and distribute TFO's library policy handbook annually
- Manage the library budget including obtaining rental and purchase quotes for sheet music, supply, and equipment needs.
- Maintain an active presence and network in the Major Orchestra Librarians' Association (MOLA).
- Obtain music licenses as needed.
- Track materials loaned by TFO to other organizations.
- Supervise the Principal Librarian and any part-time Library Assistants.
- Provide, with assistance from the Finance Office, ASCAP & BMI reports

### **REQUIRED QUALIFICATIONS AND CAPABILITIES**

- Bachelor's degree
- Minimum 3 years of professional experience in an orchestra library including:
- Budgeting and financial accountability
- Familiarity with acquiring sheet music through a variety of avenues including purchase and rental through both direct and indirect sources
- Extensive knowledge of orchestral repertoire, instrumentation, and music library best practices for a variety of types of productions including classical, popular, film with orchestra, youth/family/community
- Strong organizational and leadership skills including:
- Supervisory experience managing direct reports
- High attention to detail and ability to uphold organizational standards
- Being team-oriented with the ability to both delegate and receive direction
- Organizing work, meeting strict deadlines, and setting priorities
- Knowledge of music including:
- Ability to read and write music in different clefs and transpositions
- Knowledge of instrument names and musical terms in a variety of languages
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Teams)
- Willingness to learn new software systems
- Ability to work evenings and weekends as required
- Personal transportation and access to a mobile phone
- Ability to lift and carry up to 40 lbs
- Calm demeanor, critical thinker, and a sense of humor

### **PREFERRED QUALIFICATIONS AND CAPABILITIES**

- Advanced degree in performing arts, arts administration, or related field
- Experience with AFM union environments
- 5+ years of experience in an orchestra library
- Experience with arts management software (ArtsVision preferred)

### **COMPENSATION, BENEFITS, and WORKING CONDITIONS**

- The salary range for this exempt position is \$65,000-75,000 to commensurate with experience

- Medical, dental, and vision benefits
- Vacation Time
- Company Holidays
- 403(b) plan with employer match
- The position operates in both professional and performing arts environments, travels throughout the Tampa Bay area, and is subject to both indoor and outdoor environmental conditions.
- Music Librarian service coverage, which includes evening and weekend hours, is required at all orchestra rehearsals and performance and is shared by the Senior Principal and Principal Librarians
- Accessibility outside of standard business hours and orchestra service times for time sensitive situations is also required

Position to begin at candidate's earliest availability.

### **APPLICATION**

Interested candidates should send a resume and cover letter addressing their qualifications and interest in this position to [jobs@floridaorchestra.org](mailto:jobs@floridaorchestra.org). Please include "Senior Principal Librarian" in the subject line. Applications will be reviewed on a rolling basis while the position is posted with priority given to materials received by April 13, 2026.

The Florida Orchestra is a registered 501(c)3 non-profit, an equal opportunity employer, and does not discriminate on the basis of race, sex, age, religion, national origin or any other basis prohibited by applicable law.