



## **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 | UNITED through the power of music. Now in its 58<sup>th</sup> 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 audience 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 conductors and Artistic Operations staff regarding library holdings, available editions and versions, repertoire requirements, and any artistic or production considerations.
- Procure, track, receive, and return all music materials required for orchestra services including purchases, rentals, errata management, and shipping logistics.
- Maintain positive working relationships with music publishers, artist managers/music directors, and other orchestra librarians.

### **Music Preparation**

- Oversee all music preparation activities 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 and Stage Managers, coordinate transportation and distribution of music materials to all rehearsal and performance venues.
- Serve as librarian on duty at orchestra services, including score and folder distribution, emergency music replacement, music corrections, maintenance of reference materials, and recording performance timings.

### **Library Management**

- Maintain and organize the orchestra's collection of scores, parts, folders and related materials, including repairs, inventory management, cataloging and performance history records.
- Administer music library functions within ArtsVision and other library databases including repertoire entry, instrumentation tracking, production information management, and generations of repertoire reports.
- Manage library budgets, licensing, rentals, purchases, supplies and equipment procurement.
- Develop and maintain library policies and procedures including annual handbook updates.
- Maintain and active presence and network in the Major Orchestra Librarians' Association (MOLA).
- Prepare and submit ASCAP and BMI reporting in coordination with the Finance team.

## **REQUIRED QUALIFICATIONS AND CAPABILITIES**

- Bachelor's degree
- Minimum three years of professional orchestra library experience, including budgeting, financial accountability, music acquisition through purchase and rental, and management of music materials.
- Extensive knowledge of orchestral repertoire, instrumentation, and music library practices across classical, pops, film-with-orchestra, youth, family, and community productions.
- Demonstrated organizational and leadership skills, including supervision of direct reports, attention to details, prioritization of competing deadlines, and the ability to work collaboratively while both giving and receiving direction.
- Ability to read and write music in multiple clefs, transpositions, and familiarity with instrument names and musical terminology in multiple languages.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Teams) and 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 pounds
- Calm demeanor, critical thinking skills, 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 \$70,000-75,000 to commensurate with experience
- Medical, dental, and vision benefits
- Paid Vacation Time and 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 with a preference for in-person work beginning ahead of TFO's September 7, 2026, season start date.

## **APPLICATION**

Interested candidates should send a resume and cover letter addressing their qualification and interest in this position to [jobs@floridaorchestra.org](mailto:jobs@floridaorchestra.org). Please include “Senior Principal Librarian” in the subject line. Applications should be submitted by July 3, 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.