



Job Title: Music Library Assistant
Department: Operations
Reports to: Music Librarian
Status: Part-Time, Seasonal (early August to mid-May)
Supervision: N/A
Date: June 8, 2026
Salary Range: \$21.75/hour

Position Summary:

The Spokane Symphony Orchestra is seeking a Part-Time Music Library Assistant to work closely with the Symphony’s Music Librarian to provide accurate, neat and timely materials to the Musicians of the Symphony. The Music Library Assistant (MLA) is extremely detail-oriented, is highly organized and demonstrates proficiency in time management.

The MLA will assist the Music Librarian in completing bowings, creating practice parts, scanning parts/scores and as needed, will assist in cataloging, marking measure numbers and maintaining organization within the Library. The MLA will work approximately 12-20 hours each week during the Symphony season (early August to mid-May), with set hours in the office each week (office hours to be worked out with the Music Librarian).

Key Responsibilities:

1. Bowings
 - Clearly, efficiently and with the utmost accuracy:
 - Copies bowings provided by Principals into section parts
 - Matches previously marked parts to bowings provided by Principals
2. Scans/photocopies
 - Scans parts and scores as needed for digital distribution and copies
 - Labels and organizes PDFs in a shared drive with the Music Librarian
3. Creates practice parts & extra scores
 - Cleans/rebows parts as needed
 - Scans/copies, binds, stamps and numbers practice parts
 - Prints and binds scores
4. Assists with additional library tasks as needed

- Catalogs additions to the library
 - Marks measure numbers, cuts and divisi into parts
 - Repackages rental sets for return
 - Assists in general maintenance of library organization
 - Assembles and disassembles folders
5. Directs all requests/inquiries from Musicians and Admin Staff to the Music Librarian

Qualifications:

- Degree in music or comparable experience reading music notation
- Experience working in an ensemble library and/or bowing parts
- Acute attention to detail and is highly organized
- Demonstrates proficiency in time management and working with strict deadlines
- Experience working as part of a team
- Ability to work in-person at the Symphony office during regular office hours
- Ability to lift boxes of at least 30 pounds
- Ability to write/erase pencil markings for extended periods of time

Preferred but not required:

- Experience with Adobe Acrobat
- Experience with Excel/Microsoft Office Suite

The Spokane Symphony works primarily in-person at our offices or the Fox Theater in downtown Spokane with limited remote work when appropriate.

Equal Employment Opportunity and Accommodations:

The Spokane Symphony is an equal opportunity employer. Employment decisions are made without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, marital status, disability, veteran or military status, use of a trained dog guide or service animal, or any other status protected by applicable law. Reasonable accommodations are available for qualified applicants and employees with disabilities.

How to Apply:

Please submit a resume and cover letter to careers@spokanesymphony.org. Qualified applicants may be asked to complete a brief library skills test.

Applications will be reviewed on a rolling basis until the position is filled. Preference will be given to applications submitted by Friday, July 3.