



Fairbanks Summer Arts Festival

July 17-31, 2016

Music Librarian & Personnel Manager

Organization Description:

The Fairbanks Summer Arts Festival, 2-weeks of study-performance opportunities in all art forms, encourages both personal growth and arts appreciation regardless of level of accomplishment. Approximately 1,000 people register and participate with over 100 guest artists; workshops in music, visual arts, literary arts, theatre arts, culinary arts, dance and healing arts with dozens of performances.

FSAF's mission is to provide highly qualified guest artists who offer multidisciplinary study and performance opportunities that increase both personal growth and arts appreciation to all participants.

Overview of events:

In 2015, the Fairbanks Summer Arts Festival presented 130 performances/events including 18 free lunchtime concerts, 27 evening concerts, 9 daytime concerts, 83 outreach events, 217 workshops, 83 mini-workshops.

FSAF's outreach included sending guest artists to geographically underserved regions of Alaska, including Bethel, Hooper Bay, Akiak, Delta, Kenny Lake, Glennallen, Cantwell and more. FSAF's orchestra traveled to Denali National Park as part of the Denali Music Festival and Festival's Composing in the Wilderness program. FSAF also presents a variety of outreach events in the Greater Fairbanks Area.

MUSIC LIBRARIAN

Duties & Responsibilities:

- Responsible for the purchase, rental and preparation of scores and parts for all performances (orchestra, wind ensemble, choirs, chamber music).
- Works with the music directors and conductors in selecting editions and in marking bowing, cuts or other editing, then distributes parts to musicians.
- Provides accurate repertoire listing for printed program.
- Maintains library of music holdings, records repertoire performance data, and assesses long-range acquisition needs.
- Directs interns and work study staff. Responsible for music library room/copier schedule and process.

Requirements:

- Degree in music and/or training in library procedures
- Knowledge of orchestral repertoire and score markings
- Familiarity with music publishing, licensing and copyright law
- Must be present in Fairbanks July 15 – end of day, August 1, 2016
- Orchestral experience necessary
- Experience in music library and supervisory experience preferred
- Must be able to handle organizational and communications aspects of position in a positive, professional, timely, and efficient manner
- Must be a team player
- Computer skills.

PERSONNEL MANAGER**Duties & Responsibilities:**

- Acts in a human resources capacity for orchestra, instrumental, and choral music personnel and is a liaison between musicians, the music director, and management.
- Creates orchestra rehearsal schedule in collaboration with music director and management, distributes and monitors schedules, maintains attendance and payroll records, coordinates auditions, and serves as a resource and counsel for musicians.
- Provides personnel list for printed program.
- Provides production department with setup and tech needs in a timely fashion.
- Interacts with the music director, conductors, senior management and operations.

Requirements:

- Knowledge of performers' agreements in addition to orchestra, band, and chamber music policies and procedures
- Excellent communications skills. Sense of humor and positive attitude.
- Discretion in handling confidential personnel matters.

Benefits: Shared housing provided. Access to a shared vehicle. If necessary, assistance with travel to AK. Compensation \$1,000-1,500.

Please send cover letter & resume via email to Dori Nix, Communications & Office Manager, dori@fsaf.org