

# SPIRITFUL VOICES™ **JOB DESCRIPTION**



**Spiritful Voices Community Choir, Inc.** • PO Box 720468 • Oklahoma City, OK 73172-0468 • 405-414-SING (7464)

**JOB TITLE:** Choral Librarian

**REPORTS TO:** Artistic Director/General Manager

**COMPENSATION:** Volunteer Position. No monetary compensation provided.

**HOURS:** Part-time, flexible. Typically 12 to 18 hours per week.

## **BACKGROUND:**

Spiritful Voices Community Choir is a 50-voice adult mixed choir organized to share choral music with the community through a number of quality performances during biannual tours that include public venues, retirement communities, skilled-care facilities, nursing homes, and shopping malls in central Oklahoma. The choir is an independent, not-for-profit 501(c)(3) tax-exempt performing arts charitable organization formed in 1999 to promote the talents of non-auditioned, volunteer adult singers and instrumentalists of varied ages and diverse backgrounds. The choir is not affiliated with any church, religious organization, or political group. The choir's repertoire includes a broad range of light secular and sacred choral works--from pop to classical, jazz to Broadway show tunes, and folk songs to spirituals.

## **DUTIES AND GENERAL AREAS OF RESPONSIBILITY:**

The Choral Librarian is responsible for following established protocols and procedures to organize, catalog, store, retrieve, and maintain all choral music, instrumental sheet music, CD recordings, DVDs, books, and related materials in the choir's library (currently exceeding 300 titles). The choir's library represents a significant capital resource of the organization, and the Choral Librarian performs a vital function, handling all aspects of music coming into and leaving the choir's library. This includes: cataloging, organizing, filing, storing, maintaining, receiving, distributing, and loaning all printed choral music, printed instrumental music, CDs, DVDs, books, and related materials.

## **QUALIFICATIONS:**

The successful applicant will likely be an active or former choir participant, student intern, or the spouse, relative, or close friend of a choir participant, who possesses the administrative and organization skills necessary to properly manage and maintain all facets of the choir's library. The Choral Librarian must be trustworthy, proficient in PC-based software products (i.e., Microsoft Word, Publisher, Excel, and Access), and be able to work independently with little or no supervision. He or she must be able to perform physical activities such as, but not limited to, lifting boxes (up to 50 lbs. unassisted), standing, climbing on step-stool, and walking. Previous experience as a librarian, library assistant, database administrator, office manager, administrative assistant, or file clerk desired.

## **APPLICATION:**

Interested applicants should contact Sam P. Vladovich, Executive Director, via email: [svladovich@spiritfulvoices.org](mailto:svladovich@spiritfulvoices.org) for application.

#### **SPECIFIC TASKS AND DUTIES:**

- A. Safely and securely maintains the choir's library storage facility to prevent unauthorized access, theft, damage, fire, etc. (i.e., secures key and access card in a safe place, ensures no flammable or hazardous materials are warehoused in the library storage, etc.).
- B. Frequently visits the choir's library storage facility to organize shelves, retrieve music, store music, and properly maintain the environment.
- C. Maintains the choir's "browser file" by classifying, organizing, arranging, and physically storing all single copies of choral music received, and entering pertinent data on each piece in a computerized database for easy lookup and access.
- D. Maintains the choir's library of CD recordings by classifying, organizing, arranging, and physically storing all CDs owned, and entering pertinent data on each CD track in a computerized database for easy lookup and access.
- E. Receives, processes, tracks, and maintains all requests from individuals, performing arts organizations, churches, schools, colleges, universities, and others asking to rent or borrow printed music, audio recordings, DVDs, books, and other materials from the choir's library.
- F. Maintains familiarity with current copyright laws and licensing issues related to printed music and sound recordings to ensure compliance with all applicable laws in the operation of the organization's choral library.
- G. Trains and assists other volunteers and staff within the organization on all matters relating to the choral library.
- H. Retrieves printed music and CD recordings from the choir's library storage requested by the Artistic Director/General Manager that will be included in the upcoming season's repertoire, and checks for any damaged or missing music.
- I. Orders any needed choral music, instrumental charts, CD recordings, and supplies (i.e., blank label stock, black folders, choral boxes, etc.) based on personal observations and on specific requests from the Artistic Director/General Manager.
- J. Contacts schools, churches, colleges, universities, or community choirs when necessary to borrow or rent any needed choral music, instrumental charts, and CD recordings based on requests from the Artistic Director/General Manager.

- K. Contacts the appropriate publisher, composer, arranger, or copyright holder to secure proper permission to copy any "permanently out of print (POP)" music that is needed for the current season, and reproduces such music using a computer, scanner, printer, and/or photocopy machine for distribution to all choir participants.
- L. Receives and prepares all purchased music upon arrival (i.e., 3-hole punch and apply ID numbers).
- M. Approves for payment and sends all invoices and packing slips for received goods to the Executive Director for processing and disbursement to the appropriate vendors.
- N. Organizes and gathers all materials (i.e., music, folders, practice CDs) in preparation of the season's first rehearsal.
- O. Prepares and assigns a specific numbered music notebook for each participant in the upcoming season that includes all printed music and a practice CD.
- P. Prepares, duplicates, and distributes special music folders to all accompaniments/conductors at least two weeks prior to the start of each new season (i.e., scans all music, prepares enlarged 8½" x 11" loose-leaf pages, prints individual sheets, gathers sheets into notebooks, etc.).
- Q. Performs inspections and "spot checks" at rehearsals throughout the season, in conjunction with the Participant Coordinator, to ensure that all checked-out music books are accounted for and that all participants who have music books are actively attending rehearsals.
- R. Expertly uses Microsoft Publisher (or an equivalent desktop publishing software package) to successfully create large identifying labels for individual music boxes.
- S. Proficiently uses Microsoft Word to create and apply sequential ID number labels to each piece of music owned by the choir.
- T. Works masterly with Microsoft Access, Excel, or equivalent software packages, to appropriately create, organize, update, and maintain data files and records that are useful and necessary to the choral library.
- U. Collects all music books from participants at the end of each season for return to the choral library.
- V. Determines any missing music books at the end of each season, and directly contacts those participants to immediately collect his/her music book.
- W. Disassembles all music folders at the end of each season (i.e., removes all music from each folder), and groups each title together.

- X. Places individual copies of the music in each stack in sequential order according to the copy's printed number to ensure there are no missing copies of any music.
- Y. Assembles empty storage boxes for any new titles that do not already have storage boxes.
- Z. Places all sequential copies of a title into its identifiable library storage box, then stores each box alphabetically back into the choir's library storage.
- AA. Returns all choral music, instrumental charts, and CD recordings borrowed during the season from schools, churches, colleges, universities, or other community choirs, after use.
- BB. Properly catalogs and stores all of a season's instrumental music and CDs following the conclusion of a season.
- CC. Stores empty music folders for next season, discarding any damaged or unusable folders.
- DD. Provides brief, occasional written and/or verbal status reports concerning the choral library to the Artistic Director/General Manager by email.
- EE. Performs other library-related duties as assigned by the Artistic Director/General Manager.