

Mid-Texas Symphony Society, Inc.
Music Librarian (Contract) Job Description
Posted: Monday, February 9, 2026

Job Title: Music Librarian (Contract)

Location: Remote, with library and office in Seguin, TX, and orchestra services in Guadalupe and Comal Counties, TX

Compensation: 12-month contract with monthly Retainer

Reports to: Executive Director with some direction from Music Director

Summary:

The Music Librarian oversees all activities of the Mid-Texas Symphony (MTS) music library, including the preparation, distribution, and collection of music for any orchestra concerts and various chamber performances. The Librarian will work closely with the Music Director, musicians, staff, guest conductors and guest artists.

The Mid-Texas Symphony is a per-service orchestra that performs in Seguin and New Braunfels, Texas. The 2026-2027 season includes seven (7) orchestral concerts. A typical concert cycle consists of rehearsals on Saturday from 10:00 a.m. to 12:30 p.m. and 2:00 p.m. to 4:30 p.m., Sunday from 12:30 p.m. to 3:00 p.m. (dress rehearsal) and 4:00 p.m. (concert). Typically, the September and November concerts will include a Monday morning pair of Young People's Concerts from 9:30 a.m. to 12:00 p.m. Additionally, a chamber ensemble performs education concerts at libraries in the area throughout the season.

Key Responsibilities:

- Procure and prepare performance materials for orchestra and chamber ensemble concerts, including managing rentals and purchases
- Work with conductors and guest artists to prepare music according to their requirements
- Prepare and distribute digital and physical parts in accordance with the MTS Music Distribution Policy
- Distribute orchestra folders prior to orchestra services, attend orchestra services, and reset music during stage changes as necessary
- Confirm and distribute instrumentation details for all repertoire programmed by the MTS and update artistic staff (Personnel & Production Managers) whenever a change occurs
- Coordinate all music performance materials to ensure editions are compatible with each other
- Check all incoming and outgoing performance materials for condition and completeness and take appropriate action to rectify any deficiencies, including newly commissioned scores and parts on arrival for alignment with expected instrumentation

- Manage bowings, cuts, and other musical markings as necessary
- Manage folders and scores at all orchestra services
- Prepare and distribute audition packets
- Manage billing, tracking invoices and ensuring timely payments to vendors
- Request quotes for rentals and purchases and verify instrumentation for draft programs to assist in creating a budget for a future season
- Manage inventory of current library holdings, new acquisitions, and rental music.
- Track all items borrowed from the MTS library, i.e., individual parts, scores, reference materials, and ensure their timely return
- Maintain and update the performance history database.
- File yearly ASCAP and BMI licensing reports
- Collaborate with Marketing department for final proofing of composition titles and composer information for brochures, printed programs and websites

Qualifications

The ideal candidate will demonstrate some, if not all, of the following:

- Three years orchestral or opera library experience
- Knowledge of classical music
- Knowledge of foreign language musical terms
- Ability to read music and scores including in different clefs and transpositions
- Proficiency in Microsoft Office and experience with Ensemble Manager a plus
- Excellent written and verbal communications skills
- Excellent critical thinking, strategic planning, and problem-solving skills
- Independently motivated
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor
- Ability to lift and distribute heavy boxes of music (up to 50 pounds)

Compensation: This position will be paid \$750.00 per month for a 12-month contract term. Total annual compensation for the contract term: \$9,000.00. Direct deposit available.

To apply please send a resume and three references to Jason Irle, Executive Director at jason@mtsymphony.org. Please no calls. Candidates selected for an interview will be contacted directly. The position is open until filled.

About the Mid-Texas Symphony-

The Mid-Texas Symphony, founded in 1978 by Professor Anita Windecker, brings high-quality classical music and educational programming to the communities of Seguin and New Braunfels. Offering free children's concerts since 1988, the Symphony has impacted over 100,000 children, providing a rare cultural opportunity. Collaborating with community partners, the Symphony aims to ignite passion for symphonic music and secure its place as a premier arts organization. Drawing patrons from across the region and internationally, the Symphony is integral to the cultural fabric of Seguin, New Braunfels, and surrounding areas.

Mid-Texas Symphony's mission is to create memorable experiences to ignite and sustain lifelong appreciation of symphonic music. To embrace and celebrate the joint cultural heritage of our communities through innovative musical partnerships and programs. To engage, enrich, educate, and entertain all communities in Central Texas.