



The Santa Fe Opera **Orchestra Library Intern** reports to the Orchestra Librarian. They will work directly with the Music Director, Guest Conductors, Orchestra Manager, Orchestra Musicians, music staff, and Music Production Services staff and apprentices.

Application deadline: January 15, 2025

Online exercise: January 19-21, 2025. All applicants will have the opportunity to participate in the online exercise portion of the application process. More details will be shared in the email acknowledging receipt application. (Please see below on how to apply.)

Dates: June 5 – July 26 (Some off campus, pre-season work will be required as arranged with the Orchestra Librarian.)

Qualifications should include:

- a bachelor degree in music or equivalent in experience
- a basic knowledge of foreign language terminology, transpositions, opera and symphonic repertoire
- experience in part marking, including bowings
- an ability to communicate effectively
- a strong attention to detail
- ability to multi-task while maintaining accuracy
- a familiarity of music copyright laws

Performs duties including, but not limited to:

- bowings, cuts and other markings using best performance practices
- creating and repairing parts
- page turn corrections
- editing and proofreading of parts
- transpositions or other inserts
- assisting in cataloging sets and scores
- attending all orchestra rehearsals
- completing the required tasks for performance duty as determined by the Orchestra Librarian
- other necessary tasks as required by the Orchestra Librarian or Orchestra Manager

Compensation:

- This is an hourly position, the current 2024 rate is \$14.03/hour, at a maximum of 40 hours per week. Overtime is paid for any weeks in which hours worked exceed 40.
- Travel allowance to/from Santa Fe (based on location of departure)
- Housing stipend: The Opera can locate and provide SHARED housing for you if that is your choice. If you wish to occupy lodgings secured/leased by the Santa Fe Opera, your total contribution is 15% of your gross compensation weekly (excluding any overtime) and will be deducted from your compensation.
- Admission to dress rehearsals and performances with company card (subject to seating availability)

A car or other viable transportation is required; the Opera is located 7 miles north of Santa Fe city center (no public transportation available).

Application: To apply, submit a one-page resume to orchestralibrary@santafeopera.org

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.