



Organization: Louisville Orchestra
Job Title: Library Intern
Reports to: Librarian
FLSA: \$15 per hour (up to 20 hours per week)
Internship Period: November – May 2025

BACKGROUND TO THE LO

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. With an annual operating budget of \$13M, 61 full-time musicians, and a 34-week performance season, it is currently an organization changing the idea of what a 21st-century orchestra can be and do. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra is well on its way toward achieving its goal of being “the most interesting orchestra on the planet.”

<https://vimeo.com/743736311/2791647250>

Job Summary: The primary responsibility of the Library Intern is to support the Librarian in all matters of acquisition, preparation, distribution, and collection of performance materials for the Louisville Orchestra.

The Ideal Candidate: The successful Library Intern will be direct and honest, an imaginative and creative problem solver who anticipates and is always one step ahead while being diplomatic. The ideal candidate will also be calm under pressure, articulate, driven towards results, exhibit loyalty, take ownership, and have a sense of humor.

Duties and Responsibilities:

- All score and part preparation aspects, including copying string bowings, entering cuts, correcting notation errors, matching rehearsal systems, etc.
- Bind/repair parts and scores
- Copy and scan PDFs for digital distribution
- Collect, reorganize, and shelve parts after performances
- Concert and rehearsal duties, which include arriving 1 hour before start time and being on-site for any music emergencies

Other duties as assigned by the Librarian

Requirements:

- Knowledge of orchestral repertoire
- Excellent written and verbal communication skills
- Well-organized and attentive to detail
- Experience in independent and self-motivated work
- Ability to lift and carry up to 30 pounds
- Availability to work some nights and weekends

To Apply:

Please send a cover letter along with your resume to:

Nathaniel Koch, Chief of Staff
nkoch@louisvilleorchestra.org

Please, no phone calls.