

Chair, Music Library Committee (Librarian)

Summary of Job Responsibilities:

The chair manages a music library of around 400 pieces of music comprising ~30-113 copies each. (Music is stored both in the UO School of Music and private space off campus.) She directs the committee in preparing 113 new music packets each semester. She serves on the Music Selection Committee. She maintains a database of holdings in FileMaker Pro. She attends meetings of the WCS board of directors.

Duties/Tasks:

- Serve on Music Selection Committee.
- Before each semester begins: prepare music for distribution to director, accompanists and choir members; during semester: check out music to new and pre-paid members, collect music packets as members drop; before the concert: supply concert folders; after concert: collect music and concert folders; after semester ends: sort music and check in, attempt to collect missing music packets, file music, reorganize file cabinets.
- Enter new music into database using FileMaker Pro, provide printed copy to director as needed, provide specially sorted reports to MSC chair as requested, provide annual update for upload to GroupSpaces.
- Purchase plastic packets, photocopies, library supplies, used file cabinets, concert music folders, and storage tubs.
- Attend two-hour meetings of the WCS board of directors every other month.

Helpful Skills:

This position requires the ability to: create and maintain a simple database of music holdings using FileMaker Pro; create and maintain simple spreadsheets using Excel (pre-paid lists, check-out and check-in forms); employ such organizational skills as creating and meeting deadlines, filing, planning, coordinating, prioritizing, managing resources; work independently and as a team; lift and carry 50-pound tubs; transport 6-10 loaded tubs; provide accessible off-campus space for three legal file cabinets of music.

Time Commitment:

14 hours in MSC meetings in May-June and Oct-Nov

24 hours -- 12 each semester to prepare new music in Aug-Sep and Jan-Feb

10 hours -- 5 each semester to check out music, supply concert folders, collect music, and misc. tasks from Sep-Jun

20-26 hours -- 10-13 each semester to check in music, file, reorganize file cabinets in Jan-Feb and May-Jun

4 hours -- 2 each semester for data entry and database maintenance and purchasing various supplies as needed

12 hours -- 2 each per board meeting (6)

Appointed Position:

The president appoints this position.