

**NATIONAL ARTS CENTRE ORCHESTRA (OTTAWA)  
PINCHAS ZUKERMAN, MUSIC DIRECTOR,  
JACK EVERLY, PRINCIPAL POPS CONDUCTOR  
announces an opening effective August 30, 2010**

**ASSISTANT MUSIC LIBRARIAN**

**49 WEEKS PER YEAR (weekly fee CAD\$1,756.90)**

The National Arts Centre Orchestra (Canada's national orchestra located in Ottawa) requires an Assistant Librarian to support the work of the Principal Librarian.

The National Arts Centre Orchestra is an internationally acclaimed ensemble of 46 full-time musicians, which performs an annual season of concerts, opera, ballet, recordings, national and international tours. In addition to the standard repertoire, the NAC Orchestra performs a pops series and has an active programme of commissioning new works.

**Assistant Music Librarian**

Reporting to the Principal Librarian, the Assistant Librarian assists the Principal Librarian in researching information regarding programming as requested, preparation of parts including marking bowings, cuts and edits, being responsible for the shipping and receiving of music, assembling and disassembling concert folders, managing and updating the library's data base, and supporting ensembles and conductors at rehearsals and concerts.

The successful candidate will have at least two years experience working in an orchestra / performance library and must be well-versed in areas of orchestration, music history, musicology and music theory. In addition, the candidate must have

- The ability to follow specific and detailed instructions;
- Thorough computer skills, including internet research ability;
- A familiarity with repertoire, publishers, editions and reference resources;
- The ability to work with a broad spectrum of personalities and to exhibit patience and understanding;
- The ability to maintain the strictest of confidence as needed.

Multi-tasking skills and the ability to balance a sense of urgency and low priorities with a calm approach are essential. Knowledge of computer data base applications, as well as the Orchestral Planning and Administrative System (OPAS) programme is an asset.

Highly qualified candidates should apply in writing by **April 8, 2010**, providing a résumé of relevant experience to Marie Caron, Human Resources Department, National Arts Centre, P.O. Box 1534, Station B, Ottawa, Ontario, K1P 5W1. Fax: 613-943-1402. E-mail: [mcaron@nac-cna.ca](mailto:mcaron@nac-cna.ca)

Please note that preference will be given to Canadian citizens. Applications made by persons who are not Canadian citizens are accepted; however, if there are sufficient qualified applicants who are Canadian citizens, the selection will be confined to those applicants.

NAC Orchestra principal librarian Margo Hodgson and assistant librarian Greg Hodgson have announced their retirement as of the end of the 2009/2010 season.