

The role of the **Music Librarian** is to manage and maintain over 300 titles of music, props, and materials we have in storage.

Storage Location: 5304 46 Street, Olds, AB
(Suggested to change)

Enter through door on east side of building. The storage space is in the basement.

Before each session:

Under direction of Music Director, order new music from Long and McQuade

Receive new music

- Stamp each copy of new music with Olds Community Chorus identification stamp
- Number each copy of new music
- Make folder for new music

Pull folders of sheet music from our Music Library

- Ensure there are 40 – 45 copies
- If there are not enough copies request more copies from Long and McQuade. If music is in public domain, photocopy what is needed.
- Stamp and number copies.

Generate Music Distribution Sheet to be added to the packages

This will contain a list of the music handed out. Ask Choral Director if it should be in performance or alphabetical order. It will have a detachable half with terms. These need to be numbered to correspond with the music packages. Give these to the treasurer for the Meet and Greet.

Build music packages once all music is received.

Chorus members may be recruited to help. You will need space and plastic bags for each package.

Attend Meet and Greet.

Bring event bin with clipboards, hole punch, pens, etc.

After members pay their fees to the Treasurer, they are given the bottom half of the Music Distribution sheet as a receipt. This will have their music package number on it.

Music packages are made available for the first three rehearsals. I would recommend you bring a couple music packages with you for a few rehearsals after this time as people forget their music and the odd straggler will show up.

After final Concert

Collect Music Packages. Determine if any packages are missing.

Contact Members with missing packages.

Dissassemble Packages putting music in order in folders and filing folders alphabetically.

Chorus members may be recruited to help. You will need space and bins to carry music to the storage space.

Attend Monthly Olds Community Chorus Board Meetings.
(Third Tuesday of the month)

Retrieve music, event items, performance props from storage, as needed.

Update and maintain Music Library List of new titles in our library after each session.

Archives: Collect one poster, handout, program, ticket for each concert. Collect any newspaper articles/advertisements for the Chorus and store by year in Archives.