



GDYO Assistant Librarian Opening

Greater Dallas Youth Orchestra (GDYO) seeks a full-time Assistant Librarian for our diverse family of ten ensembles including two full symphony orchestras, a wind symphony, three string ensembles, a flute choir, a clarinet choir, a jazz orchestra and a jazz combo. This position requires availability during the week as well as Sundays.

The Library Assistant position entails the following duties (and other duties as assigned):

- Coordinate purchase and/or rental of music with conductors.
- Ensure prompt return of rented or borrowed materials and adherence to copyright laws.
- Obtain part assignments from conductors.
- Inform conductor of any special instrument needs they may have overlooked and communicate needs to Orchestra Manager.
- Transfer bowings / markings to all other parts.
- Label parts with student's name and part assignments as needed.
- Scan / upload all music to online database to be shared with Coaches.
- Create extra copies of all parts to be available at rehearsals and concerts for students.
- Organize and track music in library database.
- Label, Stuff and distribute folders at rehearsals.
- Collect folders at the end of each concert and obtain missing music from students.
- Return all collected music to GDYO Librarian and store/return as appropriate.

The ideal candidate possesses:

- Ability to read music and knowledge of score order and orchestral traditions.
- Excellent attention to detail and organizational skills.
- Strong sense of responsibility and ability to complete tasks with minimal supervision.
- Excellent interpersonal communication skills with the ability to collaborate and work well with diverse personalities.
- Ability to deal effectively with large amounts of detail and handle multiple tasks at once in a fast-paced environment.
- Proficiency in MS Office applications, Google Workspace, and Adobe Applications.
- Ability to take direction.

This position requires lifting of materials of 25 lbs or more as well as the ability to shelve music folders at varying levels. GDYO is a 501(c)(3) whose mission is to inspire and cultivate excellence in young musicians through music education, ensemble building, and performance opportunities. Email resume, salary request, and references to cathy@gdyo.org or mail to GDYO, 3630 Harry Hines Blvd., Dallas, TX 75219 by 12/20/25.