



Nicole Jordan

Performance Librarian

Respected and dedicated orchestra performance librarian with over 10 years of experience whose main focus continues to be using my extensive musical knowledge, well-honed public speaking skills, flexibility, and willingness to learn to do the best job expected of me both on and off of the stage.

 Philadelphia, PA

 nicolejordanlibrarian.com

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AREAS OF EXPERTISE

Public Speaking

Music Proofreading/Editing

Music Copyright Law

Photoshop

Microsoft Office Suite

Dorico Pro

OPAS

ArtsVision

WORK EXPERIENCE

Principal Librarian

The Philadelphia Orchestra

09/2020 - Present

Philadelphia, PA

Achievements/Tasks

- Directs the day-to-day operations of library, as well as manages the acquisition and music preparation of performance materials for The Philadelphia Orchestra
- Cultivates, hones, and streamlines library methods and workflow solutions
- Works closely with POA senior leadership team in programming and music copyright matters
- Proofreads and restores music of underrepresented and/or neglected composers
- Coordinates and handles music licensing, including but not limited to music rentals, grand rights, and synchronization rights
- Leads and guides a team of librarians and bowing markers and monitors music preparation projects to ensure progress
- Develops and nurtures key industry-wide relationships that lead to strategic partnerships

Principal Librarian

The Atlanta Symphony Orchestra

09/2016 - 09/2020

Atlanta, GA

Achievements/Tasks

- Implemented systems for the string bowing process in collaboration with String Principals and Music Director
- Initiated the creation of library catalog for the ASO music collection
- Actively collaborated with Marketing and PR teams in proofreading materials related to programming
- Introduced an internal shared drive available to all ASO administrative staff containing library specific information, including historical performance histories
- Advised ASO senior leadership team in matters related to music copyright law
- Administered a library budget that allowed for the growth and upkeep of the ASO music collection while simultaneously keeping expenses in line with organizational goals

Assistant Principal Librarian

Atlanta Symphony Orchestra

10/2011 - 09/2016

Atlanta, GA

Achievements/Tasks

- Devised a system for creating and distributing string practice parts, including electronic distribution
- Established consistent music preparation processes for ASO Classical and Pops programming
- Assisted with managing the work of bow-markers, part-time works, and interns
- Modernized the system for preparing orchestral audition materials, including but not limited to digitization of excerpts, electronic distribution of rental music and increased transparency in the process between all parties and the library
- Assisted recording engineers and personnel managers in audio recording sessions

WORK EXPERIENCE

Library Fellow

The Philadelphia Orchestra

10/2008 - 10/2011

Philadelphia, PA

Achievements/Tasks

- Acquired, prepared, and distributed music, under the the supervision of the Principal Librarian, for all rehearsals and concerts
- Maintained catalogue system and performance records for rental repertoire, The Philadelphia Orchestra Association's music collection, choral library, and reference materials
- Developed, produced, and maintained audition materials
- Designed and implemented a bow master database to streamline practice part requests as well as establish a bow master archive
- Assisted Principal Librarian, Librarian, Conductors, Musicians, Guest Artists, and POA administration as needed
- Aided in special projects

SUMMER FESTIVAL EXPERIENCE

Head Librarian, American Academy of Conducting at Aspen (AACA)

Aspen Music Festival

06/2011 - 08/2011

Aspen, CO

Tasks/Achievements

- Responsible for creating an overview of the summer's Academy activities alongside a music preparation plan to Aspen Head Librarian, AACA Assistant Librarian, Academy Directors, and AACA Manager's at the start of the summer
- Prepared and distributed music for all AACA programs including concerts, repertoire readings, opera scenes, technique checks, and composer readings
- Managed bowing rotation process
- Provided and verified correct instrumentations of Academy repertoire
- Delegated duties and supervised AACA Assistant Librarian
- Engaged, supervised and, managed the workloads of bow-markers

Ensemble Librarian, World Youth Symphony Orchestra (WYSO)

Interlochen Arts Camp

Interlochen, MI

Tasks/Achievements

- Prepared and distributed music for all WYSO concerts
- Inserted bowings, errata, measure numbers, etc., into music as needed
- Formulated numbering system to aid in part assignments and music distribution
- Consulted with conductors and applied lesson instructors regarding music related needs and/or issues

Ensemble Librarian, All-State Ensembles (Orchestra, Band, Choir), Intermediate Symphony Orchestra (ISO), Junior & Festival Choirs

Interlochen Arts Camp

Interlochen, MI

Tasks/Achievements

- Prepared and distributed music for All-State Ensembles, ISO, Junior & Festival Choir concerts
- Instead bowings, errata, measure numbers, etc., into music as needed
- Formulated numbering system to aid in part assignments and music distribution
- Consulted with conductors, applied lesson instructors, and choral coaches regarding music related needs and/or issues

Sieur Du Luth Summer Arts Program

University of Minnesota-Duluth

Duluth, MN

Tasks/Achievements

- Arranged for the purchase and/or rental of music materials
- Tracked incoming and outgoing music
- Inventoried, catalogued, and filed purchased music in the University's orchestra library
- Collaborated with conductors (American, French, and Italian) to prepare music according to their specific requirements

FREELANCE LIBRARIAN WORK/SPECIAL PROJECTS

The Defiant Requiem Foundation

- Freelance Librarian

The Midtown Men

- Freelance Librarian

Trudge Music

- Freelance Librarian

David Kim Personal Library

- Freelance Librarian

PROFESSIONAL AFFILIATIONS

Member, Major Orchestra Librarians' Association (MOLA) (2011 - Present)

SELECTED ACHIEVEMENTS, AWARDS, & RECOGNITION

Distinguished Daughter, Court of Honor (2022)

The Philadelphia High School For Girls

Society of Prometheans (2017)

University of Minnesota-Duluth

EDUCATION

Music History, M.M

Temple University

2010

Philadelphia, PA

Instrumental Performance - Viola, B.M

University of Minnesota-Duluth

2008

Duluth, MN

LANGUAGES

English



Spanish



Italian



Korean



SOFT SKILLS

Leadership & Teamwork



Time & Project Management



Communication



Team/Staff Management



Customer Service



Flexibility & Adaptability



Public Speaking



Written & Oral communication

