



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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WORK EXPERIENCE

Principal Librarian The Philadelphia Orchestra

09/2020 - Present

Philadelphia, PA

Achievements/Tasks

- Cultivates, hones, and streamlines library methods and workflow solutions
- Leads and guides a team of librarians and bowing markers and monitors music preparation projects to ensure progress
- Proofreads and restores music of underrepresented and/or neglected composers
- Develops and nurtures key industry-wide relationships that lead to strategic partnerships

Principal Librarian 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 creation of library catalog for ASO music collection
- Actively collaborated with Marketing and PR teams in proofreading materials related to programming
- Assisted recording engineers and personnel managers in audio recording sessions
- Oversaw OPAS database entry to ensure accuracy in performance histories, performers, and conductors

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 workers, 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

SKILLS

Project Management

Music Proofreading/Editing

Music Copyright Law

Photoshop

Microsoft Office Suite

Dorico Pro

OPAS

ArtsVision

PROFESSIONAL ACTIVITIES

Women in Classical Music Symposium, Panelist (11/2022)

Conference host, MOLA Philadelphia (06/2022)

Asia-Pacific Orchestra Librarian Summit, Presenter (12/2019)

Conference Host, MOLA Atlanta (06/2019)

Education Committee Co-Chair, MOLA (01/2018 - 09/2019)

Education Committee Member, MOLA (2013 - 2019)

Conference Planning Committee, MOLA (09/2011 - 09/2022)

Moderator/Panelist, MOLA Conference (2011 - Present)
Philadelphia, Atlanta, Kansas City, San Diego, Miami, Portland, New Orleans, London

Guest Lecturer, University of Athens Georgia (2018)

PROFESSIONAL AFFILIATIONS

Major Orchestra Librarians' Association (MOLA)
(10/2011 - Present)

EDUCATION

M.M in Music History
Temple University

2010

B.M in Instrumental Performance - Viola
University of Minnesota-Duluth

2008