

philharmonia orchestra

ORCHESTRA LIBRARIAN

JOB DESCRIPTION

Key role objectives

The Orchestra Librarian is responsible for ensuring that the correct music is in its proper place and in time for all rehearsals, concerts, recording sessions and other activities carried out by the Orchestra. The Librarian is also responsible for the maintenance and stewardship of the Orchestra's Music Library, which is based at our administrative office in Southwark.

Reporting structure

The Orchestra Librarian is a member of the Orchestra's Concerts Department, and is line-managed by the Deputy Managing Director (Head of Concerts Department).

The Orchestra Librarian line-manages the Assistant Orchestra Librarian and Auditions Administrator; this postholder is also line-managed by the Orchestra Personnel Manager with regard to the administration of orchestral auditions.

ROLE AND RESPONSIBILITIES

- To ensure that music is provided from the Orchestra's Music Library, or hired from publishers, or provided by other means as appropriate, for all rehearsals, concerts, recording sessions and other work undertaken by the Orchestra, including Music of Today, schools concerts and ensemble events.
- To ensure that music is provided in the correct edition, if applicable, and of legible quality.
- To ensure that the music has the correct bowings and markings, and to liaise with conductors, soloists and Orchestra Principals in order to achieve this end.
- To attend rehearsals, concerts, recording sessions and other events according to the requirements of the Orchestra's schedule, distributing and collecting musical material, liaising with conductors, soloists and other participants as necessary.

- To respond promptly to requests from conductor or soloists for musical material, whether perusal scores or other requests; to dispatch music to conductors and soloists, or to their managers, as a priority when requested to do so; to keep a record of music so dispatched and to ensure it is returned in a timely manner, in order to avoid the Orchestra being charged late return fees by publishers.
- To ensure that music is available to players in advance of the relevant period of work, if required, either by dispatching music by post or by giving it to players personally; to keep a record of music given out to players and to ensure that it is returned in a timely manner.
- To advise the Orchestra's administration when music needs to be purchased, and to effect such purchase subject to the prior approval of the Deputy Managing Director.
- To maintain the content of the Orchestra's Music Library, ensuring that this asset remains in a good condition for the Company.
- To provide accurate orchestrations in a timely manner as requested by members of Concerts Department and by other members of the Orchestra's administration, to be used for purposes including budgeting of the Orchestra's future work, and for engaging players via the monthly schedule and amendments.
- To log orchestrations and hire fees in the Orchestra's repertoire database, noting any particularities for future reference.
- To advise colleagues in the Concerts Department, or in other Departments (such as the Education Department) as required, of any problematic issues with materials: for example, issues concerning particular editions, revisions, copyright, and availability of materials.
- To obtain price quotations for music hire costs as requested by members of Concerts Department and by other colleagues, for budgeting purposes.
- To provide vocal scores and materials from soloists and choruses working with the Orchestra as required.
- To check, code and authorise invoices for music hire and any other relevant matters, accurately and in a timely manner.
- To line-manage the Assistant Orchestra Librarian and Auditions Administrator, providing supervision and overseeing professional development opportunities (with regard to orchestral librarianship)

- To ensure that Concerts Department staff are informed in advance if the Librarian is unable to cover a particular concert or other work.
- To make provision for music being available to artists or players, if urgently required, when the Librarian is unavoidably absent from the Music Library.
- To check messages regularly when away from the Library, and to respond in a timely manner.
- To be reasonably contactable and available by telephone and email, to respond to messages in a timely manner.
- To undertake such other duties as may reasonably be required by the Company.

PERSON SPECIFICATION

- A minimum of 2 years' experience in a relevant (music librarian) role
- Excellent knowledge of orchestral instruments and repertoire
- High standard of copying skills
- First-class music preparation skills
- Ability to score-read
- Ability to discuss musical detail with conductors and other artists
- Meticulous attention to detail
- Good IT skills: the postholder will be required to work in Word, Excel and in our custom-built diary system and repertoire database MOBI
- Excellent written and verbal communication skills
- An ability to deal calmly and diplomatically with people at all levels
- Ability to work on own initiative and to be self-motivated
- Ability to work as part of a team
- Knowledge and experience of safe manual lifting procedures
- Willingness to work irregular and unsocial hours, including evenings and weekends, as dictated by the Orchestra's schedule
- Willingness to travel within the UK and internationally, as dictated by the Orchestra's schedule.

DESIRABLE

- Full, clean driving licence: on occasion the Librarian may be required to transport music in a hired vehicle
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OTHER INFORMATION

- Salary range: £27,000 - £30,000 per annum, depending upon experience (more may be available for an exceptional candidate)
- Annual leave: 28 days per annum, including public holidays
- Probationary period: 6 months
- The Company will contribute 6% of salary to a qualifying pension scheme.

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Fiona Martin, Deputy Managing Director: fiona.martin@philharmonia.co.uk

Please include the following in your application:

- Telephone contact number (we will be discreet when contacting you)
- Details of two referees (we will not contact your referees without your permission).

Deadline for applications: Wednesday 26 July

Interview date: Friday 4 August

Interviews will be held at the Orchestra's offices in Southwark: 6 Chancel Street, London SE1 0UX. Candidates invited for interview will be notified, via telephone or email, by close of business on Tuesday 1 August. If you have not heard from us by this time, unfortunately your application has not been successful.

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.