

# philharmonia orchestra

## **ASSISTANT ORCHESTRA LIBRARIAN AND AUDITIONS ADMINISTRATOR**

### **JOB DESCRIPTION**

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Reports to:                    Orchestra Librarian (for library work)  
                                      Orchestra Personnel Manager (for auditions administration)

### **ROLE AND RESPONSIBILITIES**

It is anticipated that library work will absorb approximately 80% of the postholder's time, and that auditions administration and related duties will absorb the remaining 20%. The postholder will be based in the Music Library at the Orchestra's administrative offices in London SE1, although travelling to rehearsal venues and out-of-London venues and attending auditions will form a regular part of the role. The postholder may also be required to travel overseas with the Orchestra on an occasional basis.

The Assistant Orchestra Librarian and Auditions Administrator is a member of the Concerts Department, whose Head is the Deputy Managing Director.

Responsibilities will include:

### **ORCHESTRAL LIBRARIANSHIP**

- Assisting the Orchestra Librarian in the preparation of music for rehearsals, concerts, recording sessions and other work undertaken by the Orchestra. This will include ordering and checking incoming sets, bowing and printing parts as required, and padding up concert materials
- Attending some rehearsals, concerts and recording sessions throughout the UK, and occasionally overseas, according to the requirements of the Orchestra's schedule
- Distributing and collecting musical material, liaising with conductors, soloists and other participants as necessary
- Taking lead responsibility for dealing with requests for music, whether by post, electronically or in person
- Undertaking research as required into orchestrations, hire quotes, durations etc.; checking such matters as wind doublings and percussion numbers with members of the Orchestra as necessary

- Assisting with general administrative tasks such as coding and filing of invoices, shipping music to publishers, and maintaining stationery stocks within the library, in an accurate and timely manner
- Assisting the Orchestra Librarian in maintaining and cataloguing music owned by the Company held in the Orchestra's Music Library
- Deputising during the absence of the Orchestra Librarian

### **AUDITIONS ADMINISTRATION**

- Acting as the main point of contact for audition candidates
- Placing advertisements for orchestral vacancies, as directed by the Orchestra Personnel Manager
- Coordinating audition dates with the panel in each case
- Confirming audition times with candidates and booking them in for auditions
- Booking audition venues and accompanists as required
- Organising, being present at and running audition days
- Ensuring that candidates are informed promptly of the outcome of their auditions

### **OTHER**

- The potential for administering orchestral release requests, as instructed by the Orchestra Personnel Manager and as advised by the Council's Release Committee
- Undertaking such other duties as may reasonably be required by the Company

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### **PERSON SPECIFICATION**

- Preferred six months' experience in the classical music field, within a professional environment (but not essential)
- Good standard of music theory including ability to read and understand a musical score and knowledge of transposition. A knowledge of string markings would be desirable
- Meticulous attention to detail
- Excellent organisational skills
- Excellent interpersonal skills, both written and verbal

- Ability to prioritise and to manage own time
- Ability to work as part of a team
- IT literacy (the postholder will be required thoroughly to familiarise him/herself with the Orchestra's bespoke online system)
- Willingness to work unsocial hours, including evenings and weekends
- Willingness to undertake regular travel outside London, and occasional overseas travel as required
- Clean UK driving licence (desirable but not essential)

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## **ADDITIONAL INFORMATION**

- Salary: £19,000 per annum
- Hours: 35 hours per week, generally within office hours (9.30 - 17.30, Monday - Friday) although the postholder will be required to undertake regular evening and weekend work in accordance with the demands of the Orchestra's schedule
- Annual leave: 28 days per annum, inclusive of public and Bank holidays
- The Company will contribute 6% of salary to a qualifying pension scheme

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## **APPLICATION PROCEDURE**

To apply, please email your CV and covering letter to Craig Thorpe, Orchestra Librarian: [craig.thorpe@philharmonia.co.uk](mailto:craig.thorpe@philharmonia.co.uk)

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: Friday 23 March by 17:00.

Interviews will be held on Wednesday 4 April at the Orchestra's office in London SE1.

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