

philharmonia orchestra

ORCHESTRA LIBRARIAN: Job Description

(as at March 2010)

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).

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, Family and Schools rehearsals and concerts, and chamber music and ensemble engagements.
- 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 and recording sessions 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 ensure that bowings are inserted in orchestral material as required.
- 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 all orchestrations in a database, together with performance history (dates, venues, artists) noting any particularities for future reference. The successful candidate will be required to take an active role in drawing up the specification for a bespoke Music Library database, and to take the lead in the implementation of the database.
- To maintain and update the Orchestra's computerised database in the future, entering all concerts and recordings onto the system.
- To advise colleagues in the Concerts Department, or in other Departments (such as Education) 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 ensure that Concerts Department staff are informed in advance if the Librarian is not covering 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 the Music Library answering machine regularly when away from the Library, and to respond to messages in a timely manner.
- To be reasonably contactable and available by telephone and email, to respond to messages in a timely manner.

- To keep colleagues in the Concerts Department informed of the Librarian's whereabouts as far as possible in advance: for example, when working in the Library, and when in attendance at rehearsals, recording sessions or concerts.
- To access and respond to messages left on the Music Library answerphone in a timely manner.
- To make provision when absent to ensure materials readily available to players where possible and adequate cover arranged in case of emergency.
- To undertake such other duties as may reasonably be required by the Company.

Person specification

- Musically literate, with experience of playing an orchestral instrument. Experience of playing a stringed instrument would be an advantage with regard to inserting bowings in musical material.
- Computer literate: must be familiar with standard packages such as Microsoft Word and Excel (a working knowledge of the Sibelius software programme is desirable). A willingness to engage with IT is essential, as the post-holder will be required to take a key role in the creation of the Orchestra's Music Library database (working closely with the Orchestra's IT Manager and external consultants as appropriate).
- Excellent organisational skills; ability to prioritise and manage own time.
- Responsible, conscientious, paying great attention to detail.
- A flexible approach to work; the post-holder will be required at times to respond to unexpected events and to short-notice requests from artists, orchestral players and from colleagues in the administration.
- Ability to work as part of a team.
- Excellent interpersonal skills; the post-holder will be required to liaise with conductors, soloists and orchestral musicians, as well as with promoters, recording companies and publishers.

ADDITIONAL INFORMATION

- Salary range: for a confidential discussion, please telephone Fiona Martin on 020 7921 3901.
- Pension: after satisfactory completion of a 3-month probationary period, the Company will contribute 6% of salary to a qualifying scheme.
- Holidays: 20 days per annum, plus public holidays (or time off in lieu by agreement if the Orchestra's schedule requires the post-holder to work on public holidays). Leave to be taken during quiet times in the Orchestra's schedule, where reasonably feasible.

HOW TO APPLY

Please apply in writing, either by email (preferred), fax or post, to:

Fiona Martin, Deputy Managing Director
Philharmonia Orchestra
The Tower Building
11 York Road
London SE1 7NX

Email: recruitment.librarian@philharmonia.co.uk
Fax: 020 7921 3950

Applications should include:

- 1) A comprehensive curriculum vitae giving details of education and previous employment.
- 2) A covering letter stating why you are interested in this post, and why you believe you would be a suitable candidate.
- 3) A day-time telephone contact number, which can be a mobile. We will be discreet when contacting you by telephone.
- 4) Information as to your current salary and notice period.
- 5) Names of 2 referees (if your current or most recent employer is not given as a referee, please state the reason for this). We will not contact your referees without your permission.

Please note that applications which do not fulfil the criteria specified in points 1 – 5 above will not be considered.

Applications should be received by 17.00 on 31 March 2010. It is envisaged that the successful candidate will take up the post in July 2010, in order to undertake a handover period with the current postholder.