

# RECRUITMENT OF Assistant Music Librarian

## **INFORMATION FOR CANDIDATES**

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# What is Liverpool Philharmonic?

## **Liverpool Philharmonic enhances and transforms lives through music.**

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participative work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic reaches more people than any music organisation outside London.

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 12,000 people have benefitted from our music and mental health programme over the last 13 years.

## **Liverpool Philharmonic is rooted in our city**

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 250 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

Through music, we contribute to improving education, skills, health and wellbeing across Liverpool City Region. We run 6,000 workshops and events every year in local communities. Royal Liverpool Philharmonic Orchestra Schools' Concerts welcome 18,000 children and teachers from 250 schools to Liverpool Philharmonic Hall every year. In Harmony Liverpool uses orchestral music education to increase the life chances of 1,500 children every week in Anfield and Everton. Liverpool Philharmonic Youth Company provides training for 500 talented instrumentalists, singers, composers and songwriters through orchestras, ensembles, choirs, projects, courses and events. We train the future workforce through our Emerging Professionals Programme and partnerships with universities. We work long term with NHS Trusts to support the recovery and wellbeing of people of all ages experiencing mental ill health.

## **Liverpool Philharmonic is committed to diversity and inclusion**

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is as diverse as possible.

# Job Description

**Title: Assistant Music Librarian**

**Department:** Performance & Learning Department

**Location:** The normal place of work is Liverpool Philharmonic Hall, Liverpool Philharmonic at the Friary or any reasonable location dependent upon the requirements of the post

**Responsible to:** Music Librarian

**Contract:** Full time, permanent

**Principal Role:**

To assist the Music Librarian in providing first class professional library and support services to the Royal Liverpool Philharmonic Orchestra, all Liverpool Philharmonic performing groups and the Learning programme.

To provide outstanding quality customer service to the Chief Conductor, visiting conductors and artists, Liverpool Philharmonic guest musicians and colleagues across the organisation.

**Key Responsibilities**

- To assist the Music Librarian in providing outstanding quality library and support services to Liverpool Philharmonic's performing ensembles including Royal Liverpool Philharmonic Orchestra, Royal Liverpool Philharmonic Choir, Ensemble 10/10, Liverpool Philharmonic Youth Company and other ensembles as required.
- To deputise for the Music Librarian when necessary, at rehearsals and concerts held at Liverpool Philharmonic Hall and out of town.
- To ensure that the complete, correct edition of performance material is carefully prepared and assembled in folders for rehearsals. This includes checking bowings, cuts, rehearsal letters/bar numbers and other markings, and liaising with the Section Leaders, conductors, guest artists, soloists and musicians in order to achieve this.
- To ensure that material is available to musicians in advance, assisting with the distribution of material and practice parts to all musicians including contract, freelance and trialists as required and tracking all items borrowed from the library.
- Provide outstanding quality administration of library procedures and systems for ordering, distributing and returning materials and ensuring client satisfaction. This includes keeping track of incoming music and packing and returning outgoing music by courier.
- To provide accurate details of orchestrations of works to be performed by the Orchestra to the Artistic Planning and Performance & Learning departments as required.

- To maintain an accurate inventory of the content of the library, cataloguing any new music in OPAS. Ensure that all material is kept in good condition, repairing sets and ordering replacement parts as needed.
- To ensure that the orchestrations database in OPAS is kept current, including updating performance histories and noting any changes to previous entries as necessary.
- To develop and maintain good working relationships with conductors, artists, musicians and the orchestra management team, providing them with information and answering queries as requested.
- To provide support to the Orchestra Management Team in the form of rehearsal and concert duties and general administration, including attendance and support at auditions and ensemble performances where necessary, for example during periods of increased activity.
- Uphold Liverpool Philharmonic's organisational values.
  - Passionate about music
  - Excellent
  - Ensemble
  - Welcoming
- Any other reasonable duties as agreed with the Music Librarian or Orchestra Management Team.

# Person Specification

## **Education/qualifications**

Either:

- Experience working in a music library, in either a professional or amateur classical music organisation or educational establishment; or
- A formal music qualification

## **Personal qualities and abilities**

- Ability to read music to a high standard
- Ability to work in a logical, organised manner with meticulous attention to detail
- Ability to produce consistently high standards in the quality presentation of work
- Enthusiasm for music
- Excellent interpersonal, verbal and written and communication skills
- Excellent organisational ability and time management skills
- Ability to work independently under own initiative and at a fast pace

## **Knowledge/Experience**

- A wide general knowledge of music, musicians, orchestras, choruses and symphonic, choral and chamber repertoire
- Demonstrable knowledge of music theory, including a fluent understanding of orchestral scores and transposition
- Experience using library database software i.e. OPAS (Orchestra Planning and Administration System)
- IT literate including Microsoft Office and music software such as Sibelius
- Knowledge of UK and international copyright laws

# Key Information

❖ **Annual Salary**

£18,500 per annum

❖ **Employment type**

Full-time, permanent

❖ **Hours**

The standard contracted hours for this post are 35 hours per a week. You may be required to work over and above these hours but you will receive time off in lieu for this.

❖ **Annual Leave**

26 days plus bank holidays

❖ **Pension**

Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.

❖ **Notice period**

One month

❖ **Place of Work**

Liverpool Philharmonic Hall, Liverpool Philharmonic at the Friary or any reasonable location dependent upon the requirements of the post

# What benefits are offered?

## ❖ **Health Cash Plan**

Following two years' service you will have access to a health cash plan with an award winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

## ❖ **Training and Development**

We offer a dedicated training and development fund to support the growth and progression of our employees.

## ❖ **Cycle to Work**

Access to a Cycle to Work Scheme enabling you to save 25-39% of the cost of a new bike and spreading the cost over a 12-month period.

## ❖ **Rail and bus services**

Access to the Merseytravel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months and discounted monthly travel on Arriva bus services.

## ❖ **Length of service awards**

Employees are provided with additional time off and cash incentives at various long service milestones.

## ❖ **Complimentary staff tickets**

Complimentary staff tickets are available and employees are encouraged to attend events.

# How to apply

Please click [here](#) to submit your application.

You will be required to input your personal details and then asked to attach documents.

## **Please submit the following documents:**

- 1) a CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.
- 2) A maximum of 500 words detailing how you meet the requirements of the job.

To finalise your application you are also required to complete our Equal Opportunities Monitoring Survey. Please click [here](#) to complete this.

If you require any support with this process, please contact [recruitment@liverpoolphil.com](mailto:recruitment@liverpoolphil.com)

Applications are due by **12 noon on Friday 22 October 2021**. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

## **Interviews**

Short-listed candidates will be invited to attend an interview **w/c 8 November 2021 which will be held at Liverpool Philharmonic Hall.**

## ***Equal Opportunities Statement***

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.