

Assistant Music Librarian

Candidate Information
September 2022

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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 participatory 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 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 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1500 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme.

We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

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.

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.

What is the role?

• What is the role?

- **Title:** Assistant Music Librarian
- **Reports to:** 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 for rehearsals; including any specific bowings, cuts, rehearsal letters/bar numbers and other markings, and to liaise with the Section Leaders, conductors, guest artists, soloists and musicians in order to achieve this. Assemble music for rehearsals in orchestra folders.
- 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. Track 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 including rehearsal and concert duties, general administration, 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 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 (including PDF editing) and music software such as Sibelius
- Knowledge of UK and international copyright laws

Key Information

- **Salary**
£20,800 per annum
- **Salary**
Full-time, permanent
- **Hours of work**
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**
Liverpool Philharmonic operates a Group Personal Pension Scheme whereby employees can elect to join and enjoy employer contributions. In accordance with the Pension Act 2008, all qualifying employees are to be auto enrolled into the Group Personal Pension scheme. Liverpool Philharmonic makes a 3% contribution based on a 5% contribution by the employee.
- **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

You are required to complete our Equal Opportunities Monitoring Survey. Please [click here](#) to complete this.

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

You will be required to input your personal details and to attach the following documents:



Your CV (that does not include any personal details such as your name, date of birth, gender, address or phone number)



A maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number)

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due by **12 noon 14 October 2022**. 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 **will be held in Liverpool, date TBC**.

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.



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