

Music Librarian

Candidate Information
May 2023

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?

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- **Title:** Music Librarian
- **Department:** Performance and Learning
- **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:** Orchestra Manager
- **Responsible for:** Assistant Librarian
- **Contract:** Full time, permanent

Principal Role

To provide 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.

To lead and drive continuous improvement in Liverpool Philharmonic music library responding to business and financial needs, and external factors such as digital innovation.

Key Responsibilities

- To provide 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 Orchestras and Choirs and other ensembles as directed
- To ensure that the correct edition of performance material is fully prepared and to liaise 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, facilitate and manage the distribution of material and practice parts to all musicians including contract, freelance and trialist as required
- Provide outstanding quality administration of library procedures and systems for ordering, distributing and returning materials and ensuring client satisfaction

- Attending rehearsals and recording sessions as required
- 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 provide orchestrations and information to the Artistic Planning Department for advance schedules including financial information required for budgeting purposes
- Participate in research of publication and costs for the advance planning process alongside the Artistic Planning Director (Orchestra & Ensembles) and Artistic Consultant.
- To manage the content of the Library ensuring the maintenance and upkeep of all material and the orchestrations database, including performance histories, is kept up to date noting any changes to previous entries as necessary
- To manage all library inventory and stock, to ensure music is available and in good condition
- 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 ensure awareness of innovation and developments in the music publishing and library sector, contributing to and devising improvement plans to ensure we maintain a fit for purpose music library
- To liaise with external bodies to represent the company (for example ABO, PRS, MOLA and publishers) and keep abreast of any changes in law of copyright or matters affecting the holding of materials
- To ensure the correct synchronisation licences are in place for all recording and streaming undertaken by Liverpool Philharmonic's performing ensembles
- To check and authorise all invoices for music hired or purchased and pass to the Finance Department for payment
- Line manage and develop the Assistant Librarian
- Uphold Liverpool Philharmonic's organisational values.
 - Passionate about music
 - Excellent
 - Ensemble
 - Welcoming
- Any other reasonable duties as agreed with the Orchestra Manager or Executive Director (Performance and Learning)

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Education/qualifications

Either:

- Considerable previous experience as a music librarian in a professional classical music organisation
- A formal music degree

Personal qualities and abilities

- Excellent interpersonal and communication skills
- Ability to read music to a high standard
- Ability to work in a logical, organised manner with a high level of attention to detail
- Enthusiasm for music is essential
- Excellent organisational ability
- Self-starter who can work independently, apply exceptional professional standards under pressure and without supervision, prioritise work effectively and meet strict deadlines and react to changing requirements and schedules.

Knowledge/Experience

- A wide general knowledge of music, musicians, orchestras, choruses and symphonic, choral and chamber repertoire
- Polished, client focused, organised and able to work in a very busy environment while remaining in control and professional
- Strong organisational and financial management skills
- Ability to work in a pressurised environment, manage competing priorities and deliver results within changing circumstances and priorities
- Knowledge of music software packages i.e. Sibelius

Key Information

- **Salary:** £28,000 per annum
- **Employment type:** Full-time (35 hours per week) / permanent position
- **Hours of work:** The standard contracted hours for this post are 35 hour per week.

Normal office hours are Monday-Friday, 9.30am to 5.30pm, however there will be requirement to regularly undertake evening and weekend work, this will be included within the post's 35 hour working week. You may be required to work over and above these normal working hours depending on the Liverpool Philharmonic's business requirements from time to time. Overtime is not payable however time off in lieu can be arranged with your Line Manager.

- **Holidays:** The annual leave entitlement is 26 days, plus the 8 days in recognition of bank holidays. These will be taken at times to be agreed with the Orchestra Manager
- **Pension:** Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.

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.

Rail and bus services

Access to the Mersey travel 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 then asked to attach documents.

Please submit the following information together in **one** document:

- a CV which doesn't 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 on 9th June 2023. 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 on w/c 26th June at Liverpool Philharmonic Hall, Hope Street L1 9BP

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.

LIVERPOOL PHILHARMONIC

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Liverpool Philharmonic Hall
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The work of Liverpool Philharmonic is supported by:



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