



POSITION DESCRIPTION

Position title: Librarian

Reports to: Orchestra Manager

Overall purpose

To manage the music library and to provide assistance to the Artistic Director, Artistic Administrator, Orchestra Manager, Deputy Orchestra Manager and other staff involved in the Orchestra's touring and performance program, the Orchestra's recording projects, Emerging Artist and ACO2 tours, performances, recordings, workshops and auditions.

Duties and responsibilities

1. Music Library

- a) Locate and purchase, hire or create performance materials for performances as far in advance as possible, including new or unusual works, or specific editions as required;
- b) check performance material on arrival for any problems, mistakes or anomalies;
- c) make extra copies of scores and parts as needed;
- d) make reference copies with orchestral markings;
- e) mark up players' parts (bowings, dynamics etc.) from scores and reference parts if required;
- f) procure seating lists from section leaders or Orchestra Manager;
- g) work with the Artistic Director, orchestra players, visiting artists and commissioned composers to ascertain specific music preparation requirements;
- h) monitor rehearsals to ensure that any problems with musical material are dealt with promptly;
- i) provide sample recordings and dubs to orchestra players and soloists as required;
- j) maintain and update music library;
- k) assist the Archivist in maintaining and updating recordings library;
- l) maintain and update reference library;
- m) organise copyright licence agreements and ensure that the Orchestra's copyright obligations are met;
- n) send music to interstate and international players on request;
- o) send music and sample recordings to Emerging Artists as far in advance of rehearsals as possible;
- p) send scores to recording producers and studios;
- q) act as a source of musical reference for orchestra and staff;
- r) be fluent with 'Sibelius 6' software to assist in copying and editing of parts, and prepare performance materials
- s) transcribe music from written and recorded sources into Sibelius 6 to facilitate the creation of musical arrangements by the Artistic Director or other contracted arrangers;
- t) provide budget estimates for Music Library materials and advise of any substantial library costs;
- u) assist in completing annual APRA performance reports;
- v) Maintain digital recording library;



w) Prepare parts and excerpts for orchestra auditions.

2. Outside Hire

- a) administer the music hire activities of the library and studio hire, liaising with outside orchestras and individuals;
- b) calculate hire fees, provide quotes and invoice for any relevant costs;
- c) maintain appropriate hire and/or loans records.

3. Assist Artistic Director and Artistic Administrator

- a) Provide research materials and source CD recordings;
- b) assist with correspondence with prospective composers, artists etc.; and
- c) provide administrative assistance to the Artistic Administrator.

4. Concert programs

To provide pre-concert talk presenters with recordings of repertoire.

It is also expected that the Librarian will provide further administrative support to the Orchestra Management department and the Artistic Administrator, and that working hours will need to be flexible (some evenings and/or weekends) depending on the Orchestra's schedule.

As at March 2010