**POSITION DESCRIPTION**

**JOB TITLE** Music Librarian

**REPORTS TO** Director of Artistic Operations

**ABOUT THE ACO**

Led by its charismatic Artistic Director, Richard Tognetti, the Australian Chamber Orchestra is renowned worldwide for its inspired and courageous programming and unrivalled performances. The ACO collaborates with an extraordinary range of artists including the world’s leading performers, cinematographers, writers, and visual artists. In April 2022, the ACO opened its new, purpose-built home on Pier 2/3 in Sydney’s Walsh Bay Arts Precinct, which includes a 275-seat performance space, rehearsal room, media suite and event space – an exciting new home for performance, presentation, community engagement and collaborative opportunities.

**ABOUT THE POSITION**

As a member of the Artistic Operations team, you will work closely with the Artistic Director, ACO Musicians and the Artistic Operations team to deliver music scores and parts for all ACO activities. You will work with both digital and physical music library formats and engage in the creation of customised performance materials to support the ACO’s diverse programming.

**DUTIES AND RESPONSIBILITIES**

1. Prepare performance materials for ACO activities, including but not limited to:
2. 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;
3. Check performance materials on arrival for any problems, mistakes or anomalies;
4. Make reference scanned copies, including orchestral markings as required;
5. Maintain copies of performance materials on shared server, including digital and paper formats, and upload to cloud storage as required;
6. Mark up musicians’ parts (bowings, dynamics etc.) in digital and/or paper formats as required;
7. Procure seating lists from Principal musicians or tour management staff;
8. Work with the Artistic Director, ACO musicians, visiting artists and commissioned composers to ascertain specific music preparation requirements;
9. Monitor rehearsals to ensure that any problems with performance materials are dealt with promptly; and
10. Collect and maintain copies of performance materials after performances and tours, for future reference and use.
11. Create performance materials using Dorico and Sibelius Ultimate, including but not limited to:
12. Typeset, edit and lay out scores and parts to a high standard, to facilitate ease of rehearsal and performance, updating these as necessary; and
13. Transcribe music from written and recorded sources to facilitate the creation of music arrangements by the Artistic Director or other contracted arrangers, and outsource arrangements as required.
14. Prepare, update and maintain ACO iPads and related accessories used for ACO activities.
15. Support others in preparation for ACO activities, including but not limited to:
16. Provide music and sample recordings to ACO musicians, Emerging Artists, soloists and staff as required;
17. Send music to interstate and international musicians on request; and
18. Send scores to recording producers and studios.
19. Maintain and update materials in music library, recording library, and reference library, in physical and digital formats as required.
20. Coordinate copyright obligations for ACO activity including but not limited to:
21. Organise copyright licence agreements and ensure that the Orchestra’s copyright obligations are met;
22. Assist in completing annual APRA performance reports; and
23. Assist in completing repertoire documentation for other reporting bodies, as required.
24. Provide budget estimates for music library materials and advise of any substantial library costs.
25. Administer the outside hire activities of the music library, including:
26. Liaise with outside orchestras and organisations;
27. Calculate hire fees, provide quotes, and invoice for any relevant costs; and
28. Maintain appropriate hire and/or loans records.
29. Assist in coordination of auditions including but not limited to:
30. Upload and manage audition recordings and documentation from audition applicants on shared server; and
31. Prepare parts and excerpts for orchestra auditions.
32. Manage and oversee the work of any volunteers involved in library work such as archiving, cataloguing or other administrative work.

**KEY RELATIONSHIPS**

The Music Librarian is required to develop relationships and ensure strong and regular communications with the Director of Artistic Planning, Artistic Planning Manager, Artistic Director, ACO Musicians, Artistic Operations and Learning & Engagement in particular, and across the wider organisation including Market Development, Partnerships & Philanthropy, Pier 2/3, and Finance.

Externally, this role liaises with music publishers, music hire libraries, guest artists, composers, arrangers, other music librarians, copyright holders, and archival institutions.

**TERMS**

This position is a 3 day per week (0.6 FTE) based in the ACO’s premises in Sydney. Please note that working hours for this position may be irregular due the nature of the role with evening and weekend work required from time to time. The ACO supports opportunities for employees to achieve a balance in their work and home lives.

**POSITION REQUIREMENTS**

The successful applicant will meet the following position requirements:

**Required Skills, Experience & Qualifications:**

* Highly competent written and spoken communication skills;
* Outstanding organisational skills including time management and the ability to manage multiple competing priorities;
* Excellent attention to detail;
* Enthusiasm, self-motivation and self-discipline;
* Ability to problem-solve under pressure;
* Ability to read music, following training on a musical instrument;
* Significant experience with Dorico and Sibelius Ultimate music notation software; and
* High level proficiency with Microsoft Office 365.

**Desirable Skills, Experience & Qualifications:**

* A working knowledge of digital music reading platforms, especially forScore;
* A knowledge of orchestral and chamber repertoire, performing artists and composers; and
* A working knowledge of the arts and cultural industries.

**Attitudes:**

* Ability to work with enthusiasm and flexibility in a fast pace, agile, and creative small team environment;
* A thoughtful team player who does not compromise on personal responsibility; and
* Initiative, self-motivation and self-discipline.

**DIVERSITY & INCLUSION**

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.

*FINAL at 6 March 2024*