

TITLE	Librarian
Reports to	Creative Director
Works with	Orchestra Manager, Artistic Planning Coordinator
Position	Part Time (2 days per week)
Location	Claremont, WA

ROLE PURPOSE

The role of the Librarian is to manage the physical and electronic library of Perth Symphony. This includes tasks for both physical and digital libraries such as organisation of the library, sourcing music for new shows, hiring of music, commissioning arrangements, handling APRA and licensing filing, assistance with concert set lists, and all tasks pertaining to the musical needs of the orchestra. Tasks can also include recommendations regarding arrangements and works for specific performance programs and review of historical arrangements.

KEY FUNCTIONS AND ACCOUNTABILITIES

Physical and Digital Cataloguing of Music	<ul style="list-style-type: none"> Managing and overseeing the physical and digital catalogue systems of existing and new music. Ensuring all new music is correctly entered into the cataloguing systems. Effectively using the physical library sourcing, curating, filing, creating concert folders, or inserting new music. Effectively using the digital library when printing, sourcing, curating, or inserting new music. Receiving the recorded audio files for each concert and editing into each song; to be kept in the concert folder and to be placed in each composition folder in the digital library as an audio record of each performance. Filing musician feedback that requires adjustment for next performance. Utilising feedback to generate future actions such as changing parts, changing layouts, asking arrangers for edits and re-cataloguing etc.
Procurement of Scores and Parts	<ul style="list-style-type: none"> After repertoire has been finalised by Creative Director; research, recommend and plan the acquisition of music, and liaise with external library sources (such as publishers, hire libraries, MLC, online sheet music websites) as required to obtain new works. Once new works are acquired, all percussion must be filled out next to each respective piece. Liaise with Orchestra Manager to check suitability of musicians in response to the selected music and note any concerns or advice to be sent to musicians for their prior learning. Liaise with Orchestra Manager if specific repertoire is required for Agency performances, and consult external library sources (such as online sheet music websites) as required to obtain new works.
Preparation for Concerts: Curation of Orchestral Folders	<ul style="list-style-type: none"> Print Set Lists, Feedback Forms, and Folder Tabs and assemble into orchestral folders.

and Delivery of Scores and Parts	<ul style="list-style-type: none"> • Percussion requirements curated into comprehensive and finalised list (minimum 2 months prior) and sent to Orchestra Manager and Production Manager. • Filing music in set-list order into each orchestral folder by part. • Printing and taping of scores and parts for newly bought or commissioned music. • Binding of A3 scores. • Prepare Orchestral Folders for musicians with a minimum of 3 weeks in advance for pick-up. • Prepare Conductor's Score for conductor with a minimum of 3 weeks in advance for collection. • Procure digital DropBox folders for selected concerts/projects, minimum of 3 weeks in advance. • Collecting, digitalizing and cataloguing "Vision Scores" (conductors' scores to be marked up for vision calling) • Marking-up "Vision Scores" at concert rehearsals and delivering to the Vision Caller.
Commissioning of Arrangements/New music	<ul style="list-style-type: none"> • Work with Creative Director and Artistic Planning Coordinator to choose suitable arrangers for final repertoire. • Contracts curated and sent to arrangers with all information regarding the piece, orchestration, reference tracks, timeline, payment, expectations. Contracts to be reviewed by Creative Director and/or Artistic Planning Coordinator prior to sending. • Liaise regularly with arrangers during their contracted arrangement time to ensure timelines will be met. • Upon receipt of arrangement: check all materials have been provided; review arrangements for musical suitability, mistakes, correct formatting and visual acceptability, correct transpositions, correct ranges, etc. • Once cleared, ensure arranger's invoice is forwarded to Accounts • Music to be printed and catalogued into physical and digital catalogue.
Research and support	<ul style="list-style-type: none"> • Keep musicians' feedback regarding orchestral scores to build overall profile of arranger for future work. • Attending concert debrief meetings. • Update scores and parts following feedback and corrections noted during rehearsal.
Administration	<ul style="list-style-type: none"> • Facilitate the APRA AMCOS partnership by completing and submitting licensing paperwork each quarter; applying for licenses if required. • Update the "Licensing Owing" worksheet, where a track record is kept every year of the number of performances of existing arrangements in the PSO library, to which each eligible arranger is owed a sum of money at the end of that year. • Maintain an accurate record of the program, repertoire, feedback and any other relevant information relating to past concerts. • Effectively and quickly returning hired music back to the music publishers/licensors via Sendle or other courier. Music must be thoroughly checked and packed accordingly by Librarian. • Keeping digital files clean and tidy including the digital library. • Attending Tutti Meetings and Whiteboard Meetings as required • Ensuring physical parts and scores are packed down and returned to the physical library after concerts.

	<ul style="list-style-type: none"> Updating Impact Document with known information (concert name, venue, date, repertoire, etc) as part of the concert pack down procedure.
Administration	<ul style="list-style-type: none"> Regular meetings with Creative Director, Orchestra Manager and Production Manager regarding upcoming shows. Recording and facilitating feedback for the repertoire, flow, performers requests and visual/audio aspects of each performance. Arranging for exact timings of all works to be recorded and tracked in the digital library

QUALIFICATIONS, ATTRIBUTES AND CAPABILITY

QUALIFICATIONS	Tertiary qualification in Music, Music Performance, Musicology, Composition or Conducting
ATTRIBUTES	<ul style="list-style-type: none"> Perseverance Tech-savvy Curiosity Authenticity Exceptional musical literacy Detail-oriented and methodical Strong organisational skills Exceptionally comfortable working in digital environments, with advanced skills in Sibelius and cloud-based music library workflows such as Dropbox Reliability and Discretion Demonstrated experience working in a music library, orchestra, ensemble, or professional performance environment
CAPABILITY	<ul style="list-style-type: none"> Strong understanding of orchestral instrumentation, transpositions, clefs, and notation conventions Ability to identify errors, inconsistencies and ambiguities in scores and parts Highly proficient in reading full orchestral scores and parts Strong project management, multitasking, and decision-making skills, prioritising tasks effectively to meet rehearsal and performance deadlines Systematic approach to cataloguing, filing, and version control Understanding and passion for performing arts and music industry, exhibiting that passion with every performance you are involved in curating Proven experience in the music industry, an understanding of working with orchestras Proficiency reading sheet music, following and understanding scores, knowledge of orchestral music and instruments Ability to work well within a team, communicating effectively with team members within PSO and external contractors Attention to detail, methodical mindset, ability to work within systems and a drive to improve their efficiency Knowledge of Sibelius Arrangement experience preferred

VALUES

STAND UP, BE BOLD	We are brave and fearless, open to new ideas and not afraid to speak up and break the rules. We share a sense of fun that inspires a belief that anything is possible.
LIVE TO INSPIRE	We act with passion and pride to create high quality, ground-breaking and memorable musical and cultural experiences for everyone.
MAKE IT HAPPEN	We are motivated, agile and adventurous. We lead, embrace and adapt to change with a fierce determination.
EVERYONE MATTERS	We embrace, respect and welcome everyone and their ideas. We act with integrity, treat people equitably and in a way they feel heard and valued. We reflect the spirit of WA and its people through our actions and activities.
TOGETHER AS ONE	We actively build authentic and meaningful relationships and partnerships, embracing opportunities to work together in new ways. We are one team that supports and encourages the unique contribution that everyone brings.

COMPETENCIES

- **COMMUNICATION** – able to communicate information and ideas clearly and articulately and anticipates the information that others will require. Uses the appropriate language, style and methods depending on the audience and the purpose of the communication.
- **SOLUTIONS FOCUSSED** – can identify and assess problems and quickly provide creative and tactical solutions. Ability to assimilate relevant information quickly and easily and constantly evolve with ever changing markets and external factors.
- **RESILIENT** – measured confidence to take on demanding work or put forward views when they may be challenged. Stays calm in a crisis. Handles competing demands. Overcomes setbacks. Welcomes and learns from criticism.
- **ANALYTICAL AND DATA MINDSET** – ability to collect data from multiple sources, analyse the data to depict trends and form insights to understand gaps in market and market opportunities.
- **CONTINUOUS INNOVATION** – deploys programs that capture omni-channel feedback along the customer journey, identifies key satisfaction drivers, and uses those insights to improve the customer experience.