



JOB DESCRIPTION

Thames Youth Orchestra Voluntary Librarian

Hours: Part time, as required (estimated 1 hour per week during school term time – if more, these will be paid for).

Salary: £7.00 per hour for hours above 1 in any week.

Base: Tiffin / Tiffin Girls' School / Home

Accountability: Accountable to the Chair and Director of the Thames Youth Orchestra

Job Summary

To be responsible for ordering, receiving, disseminating, marking, collecting and caring for all TYO music sets (owned and hired).

To ensure that orchestra members are aware of and fulfill their own responsibilities with regard to printed music.

Key Tasks

1. To order in advance any hired music required, in liaison with the Director.
2. To liaise with the treasurer concerning music hire payment.
3. To distribute and collect music at rehearsals.
4. To maintain a database of music owned by TYO.
5. To impart to the orchestra expectations in terms of music management, both at rehearsals and performances.
6. To mark up parts, in liaison with section coaches.

Other

1. To carry out any other duties as required by the Director of the Orchestra.

September 2007