



# LIBRARIAN

## JOB DESCRIPTION

Hours: Part time, as required

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

Base: Tiffin Girls' School /Home

Reports to: Music Director

Responsibilities are as follows. To:

- liaise with conductor concerning repertoire
- source performing materials
- provide the orchestra manager with an accurate orchestration (paying particular attention to percussion, keyboard instruments, wind doublings etc.)
- determine hire/purchase costs
- provide designated committee member with necessary information for buying/hiring material (publisher, string numbers, rehearsal period, performance details)
- check music when it arrives and inform designated committee member of any missing parts
- repair worn/damaged parts
- ensure there are adequate numbers of string parts, making additional copies where necessary (to include one spare desk throughout)
- mark up parts/scores with rehearsal figures or bar numbers (if necessary)
- provide string section principals with appropriate parts for bowing (bowed set to be supplied by the director or strings coach)
- maintain a database of repertoire performed, including orchestration, hire fee, edition/publisher, set number, performance date and venue
- pad up before first rehearsal
- put music on stands before each rehearsal/concert and collect it at the end
- attend rehearsals/concerts equipped with a repair kit (manuscript, pencils, rubber, tape, ruler, scissors etc.)
- ensure that music is stowed safely between rehearsals
- supervise transportation of music to and from performance venue
- de-pad after concert and pack up music for returning to hire library