



Philharmonia

Orchestra Librarian

Role information, April 2024



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

The role

The Philharmonia is looking to appoint an experienced Orchestra Librarian to join its busy Concerts team.

You will be responsible for all aspects of the Orchestra's in-house music library and will lead on the hiring of music from publishers where required. You will ensure that parts and orchestrations are correct and present at each performance.

As a key member of the Philharmonia's Concerts team, you will line-manage the Assistant Orchestra Librarian and Auditions' Administrator and report to the Director, Concerts & Projects.

Key information

- Salary: £35,000
- Contract: full-time, permanent
- Pension: the Company will contribute 6% of salary to a qualifying pension scheme

The Philharmonia Orchestra is committed to ensuring equitable opportunities and a welcoming environment for all those that engage in our work. We strive for a more representative workforce and encourage applications from under-represented groups in the UK arts workforce, particularly those from Black, Asian and Ethnic Minority backgrounds, from lower socio-economic statuses, d/Deaf and Disabled applicants, and those from the LGBTQIA+ community.

If you require any adjustments to apply for this position or attend an interview, email team@thehrhub.co.uk, with 'Reasonable Adjustments - Philharmonia' in the subject line.



The Philharmonia on stage at Royal Festival Hall © Mark Allan

The Orchestra

The Philharmonia Orchestra is one of the world's great orchestras and has been creating thrilling performances for a global audience since 1945.

Artistic Leadership

Celebrated young Finn, Santtu-Matias Rouvali is our Principal Conductor. Santtu follows in the footsteps of great artists including Herbert von Karajan, Otto Klemperer and Riccardo Muti. His immediate predecessor Esa-Pekka Salonen is our Conductor Laureate, and Christoph von Dohnányi is our Honorary Conductor for Life. In 2023, Marin Alsop joined the Philharmonia family as Principal Guest Conductor.

This inspirational artistic leadership is at the core of our work on the concert platform, which we then complement with a diverse range of titled artists which change season by season; in 2023/24 our Artist in Residence is sarod virtuoso and producer Soumik Datta, and our two Featured Artists are violinist Nicola Benedetti and soprano Julia Bullock. Together these outstanding artists help us shape a programme of performances and projects of the highest quality and distinctiveness for the orchestra.

Organisational Overview

The Philharmonia is a registered charity and as one of the four London self-governing symphony orchestras comprises 80 musicians from 16 countries. The Board is led by Lord King of Lothbury and includes a strong player voice through members of the orchestral committee headed up by President Cheremie Hamilton-Miller. The management team of 40 administrative and backstage staff is led by CEO Thorben Dittes and an Executive Team of six.

Our artistic home is the Southbank Centre in the heart of London, where we give around 35 performances a year. We also have residencies in Bedford, Leicester, Canterbury, and Basingstoke, encompassing longstanding Learning & Engagement projects as well as regular concerts. Additionally, the orchestra is resident at Garsington Opera and the Three Choirs Festival. From our administrative base in Bankside, we create around 250 projects and performances annually and in 2022/23 around 160,000 experienced the Philharmonia sound live.

From LPs to Virtual Reality, we have always been pioneers in using technology to bring our music to the widest possible audience. We have 1 million listeners each month on Spotify, over 500,000 social media followers, and a vibrant YouTube channel with annual viewing figures of almost 3 million.

The Future

The organisation has undertaken an extensive mission-vision-values exercise, involving musicians, staff, Board and external stakeholders. The resulting forward direction connects its illustrious musical history and artistic DNA of international excellence, with a firm focus on innovation and the future of the orchestral experience for both audiences and musicians.

Could you be part of that future?

Work structure and team

Location

On location with the Orchestra as required. The Librarian is also responsible for the maintenance and stewardship of the Orchestra's music library, which is based at our administrative office in Southwark, London SE1.

Reporting structure

The Orchestra Librarian is line-managed by the Director, Concerts & Projects. The Librarian is a member of both the Orchestra's Concerts Department and Out of Office Team, and works closely with the Orchestra Personnel Manager, Assistant Orchestra Personnel Manager and Stage/Transport Managers.

The Orchestra Librarian line-manages the Assistant Librarian and Auditions Administrator.

Hours

Working hours are dictated by the Orchestra's performance schedule, and include evening and weekend work, as well as additional hours in the library, as required.

Role and responsibilities

Key objectives

The Orchestra Librarian is responsible for the provision of sheet music and scores for all rehearsals, concerts, recording sessions, and other activities carried out by the Orchestra.

- To ensure that music is provided from the Orchestra's music library, or hired from publishers, or provided by other means as appropriate, and is in the correct edition and of legible quality
 - Padding and un-padding of music in-between periods of work
 - To attend rehearsals, concerts, recording sessions and other events according to the requirements of the Orchestra's performance schedule
 - Liaise with the Stage/Transport Managers to ensure the orchestral music is transported to the appropriate venues, and correctly set out on platform
 - To ensure that the music has the correct bowings and markings, and to liaise with conductors, soloists, and Orchestra Principals to achieve this end
 - To respond promptly to requests from conductor or soloists for musical material
 - To ensure that music is available to players in advance of the relevant period of work
 - To maintain the content of the Orchestra's music library, carrying out repairs, ensuring that this asset remains in a good condition for the Company
 - To research and provide accurate orchestrations in consultation with other members of Concerts Department for the purposes of budgeting, and with the Orchestra Personnel Managers for the purposes of engaging orchestral musicians
 - To log orchestrations and hire fees in the Orchestra's repertoire database, noting any particularities for future reference
 - To obtain price quotations for music hire costs as requested by members of the Concerts Department, and by other colleagues, for budgeting purposes
 - To check, code and authorise invoices for music hire and any other relevant matters, accurately and in a timely manner
 - To line-manage the Assistant Orchestra Librarian and Auditions Administrator, providing supervision and guidance (regarding orchestral librarianship)
 - To be reasonably contactable and available by telephone and email, to respond to messages in a timely manner when away from the library
 - To undertake such other duties as may reasonably be required by the Company
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Symphonize, the Philharmonia's longstanding fusion project for young people, Leicester 2018 © Beth Walsh



Cellist Sheku Kanneh-Mason performing at the Philharmonia Sessions, 2020 © Camilla Greenwell

Person specification

Essential:

- Prior experience in a relevant (music librarian) role
- Excellent knowledge of the classical repertoire
- High standard of copying and music preparation skills
- Ability to score-read
- Ability to discuss musical detail with conductors and other artists
- Meticulous attention to detail and excellent record keeping skills
- Good IT skills: the postholder will be required to work in Word, Excel and in our custom-built diary system and repertoire database MOBI
- Excellent written and verbal communication skills, and an ability to deal calmly and diplomatically with people at all levels
- Ability to work on own initiative and to be self-motivated, and as part of a team
- Willingness to work irregular and unsocial hours, including evenings and weekends, as dictated by the Orchestra's performance schedule
- Willingness to travel within the UK and internationally, as dictated by the Orchestra's performance schedule

Desirable:

- Understanding of UK copyright procedures
- Knowledge and experience of safe manual lifting procedures
- A full, clean driving licence (applicable to the UK)

Candidates must have the right to live and work in the UK.

How to apply

To apply, please email your CV and covering letter to: philharmoniahr@thehrhub.co.uk.

For any further information please contact Suzanne Doyle on Suzanne.Doyle@philharmonia.co.uk.

Please include the following in your application:

- Telephone contact number (we will be discreet when contacting you)
- Details of two referees (we will not contact your referees without your permission)

Deadline for applications: 5pm on Monday 6 May 2024.

Interviews will be held on 9-10 May 2024.
