



POSITION:	Music Librarian
DEPARTMENT:	Orchestral Management
LOCATION:	Perth Concert Hall, 5 St Georges Terrace, PERTH WA
UNDERLYING AWARD:	Live Performance Award 2020
CLASSIFICATION:	Production and Support Staff
EFFECTIVE DATE:	2021

1. PURPOSE OF POSITION

The position is responsible for operating an efficient music library service to support WASO's musical activities.

2. KEY RELATIONSHIPS	
REPORTS TO	<ul style="list-style-type: none"> Executive Manager Orchestral Management
DIRECT REPORTS	<ul style="list-style-type: none"> Assistant Music Librarian Casual Library Assistants
KEY INTERNAL WORKING RELATIONSHIPS	<ul style="list-style-type: none"> Orchestral Management team WASO Musicians Conductors Chorus Director Artistic Planning team Education & Community Engagement team Business Services team
KEY EXTERNAL WORKING RELATIONSHIPS	<ul style="list-style-type: none"> National Music Library Network Orchestra Librarians Publishing/Music Hire Agents and Houses WA Opera and WA Ballet music staff

3. WASO VALUES	BEHAVIOURAL REQUIREMENTS
INNOVATION AND EXCELLENCE	To strive for excellence and innovation in every task
LEADERSHIP	To be a champion amongst our peers, and be a leader in the performing arts sector
PASSION AND INSPIRATION	To be passionate and committed to providing inspiring and memorable experiences for our stakeholders
RESPECT AND TEAMWORK	To cultivate relationships that are based on teamwork, honesty and mutual respect

4. KEY RESPONSIBILITIES:	
	<ol style="list-style-type: none"> Procurement of scores and performing sets Preparation of scores and parts Research and support Administration Staff supervision / resource management Health & Safety
KEY RESULT AREA	MAJOR ACTIVITIES
<ol style="list-style-type: none"> Procurement of scores and performing sets 	<ul style="list-style-type: none"> Research, recommend and plan the acquisition of music, and liaise with external library sources as required to obtain new works Keep Orchestral Management staff and other relevant personnel informed of issues regarding availability or standard of material, and make procurement recommendations

	<ul style="list-style-type: none"> • Provide advice to the WA Opera and WA Ballet on the procurement of performance materials • Coordinate the production of parts and scores for commissioned works
2. Preparation of scores and parts	<ul style="list-style-type: none"> • Manage incoming and outgoing music • Ensure that all WASO performing material complies with any copyright obligations • Work with relevant artists including conductors, Chorus director, soloists, composers and arrangers, concertmasters and Section Leaders, to ascertain specific music preparation requirements • Liaise with WA Opera and WA Ballet to ascertain specific music preparation requirements • Check all instrumentations prior to publication and provide advice and alternative solutions to minimise augmentation costs • Prepare performance material and audition excerpts, including bowings, copying and editing of parts • Prepare, maintain and distribute chorus scores • Monitor rehearsals to ensure that any problems with musical material are dealt with promptly
3. Research and support	<ul style="list-style-type: none"> • Support the Artistic Planning and Education & Community Engagement team in the research and development of artistic programs • Research requested (and available) publications and/or editions of music works including all hire costs from various hire agents and houses, and inform relevant parties of its status if necessary. • Research associated copyright fees, restrictions and licensing requirements of works where relevant. • Effectively communicate information surrounding copyright and the clearing of rights for concerts, recordings, broadcasts and digital distribution for relevant works to relevant stakeholders.
4. Administration	<ul style="list-style-type: none"> • In consultation with the EM, Orchestral Management, prepare and manage all library budgets including expenditure, acquisitions, music hire, storage and freight • Maintain and administer the WASO Music Library orchestral collection and catalogue (Orchestra Planning and Administration Software) including all necessary reference material on orchestrations, composers and performance records • Maintain an accurate record of the WASO Music Library's resources including performing sets, reference scores and recordings • Ensure repertoire / program information accompanying the WASO Schedule is correct prior to being issued to the Company • Administer the music hire activities of the library and maintain loans records • Prepare and submit APRA performance reports

	<ul style="list-style-type: none"> • Prepare and issue instrumentation lists for performances and recordings • Procurement and management of Music Library stationery requirements
5. Staff supervision / resource management	<ul style="list-style-type: none"> • Day-to-day operational management of the Assistant Music Librarian, providing direction, advice and mentoring to support on-going development. • Day-to-day operational management of any Casual Library Assistants • Supervise the Assistant Music Librarian in duties such as production and preparation of scores and parts.
6. Health & Safety	<ul style="list-style-type: none"> • Comply with the Occupational Safety and Health Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures.

5. CORE COMPETENCIES

a) Skills:

- Excellent time management skills and planning ability
- The ability to work to strict deadlines
- High level of aptitude in reading and interpreting scores, copying and transposing music and understanding/indicating bowing for string parts.
- A high level of attention to detail in editing and proofreading.
- Ability to conduct comprehensive research in a timely manner
- Excellent computer literacy, including music notational software

b) Knowledge

- Tertiary qualifications in music, or equivalent professional performing experience
- Comprehensive knowledge of orchestral repertoire and demonstrated understanding of orchestration.
- Strong knowledge of music publications
- Strong knowledge of relevant intellectual property law
- Strong knowledge of copyright law relevant to music in various performance settings including live, digital, and educational.
- Familiarity with publishers and music providers in Australia and abroad;
- Experience in working with a symphony orchestra or similar;
- Professional understanding of manual music library procedures and electronic record management applications

c) Attributes

- Self-motivated with the ability to work autonomously under very minimal direction
- Highly analytical with the ability to plan and anticipate issues in advance
- Excellent rapport building skills and the ability to work as part of a team
- A systematic, well thought out and methodical approach to work
- A willingness to train and mentor reporting staff
- High level of initiative and willingness to collaborate
- Passionate about classical and symphonic music