



## Trainee Music Librarian Job Description

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<b>Job Title:</b>	Trainee Music Librarian
<b>Reports to:</b>	Librarian
<b>Responsible to:</b>	Librarian, Musicians, Planning Team, Concerts Team
<b>Supervises:</b>	None
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	£25,000 - £27,000

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### RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

### Purpose of Role

The Trainee Music Librarian role is a trainee role to offer the holder the opportunity to develop their skills as a Music Librarian. It supports the performance activities of the RSNO by assisting the Librarian in the preparation of music materials for orchestra musicians, resident and guest artists, and external partners.

This is a full-time position, the hours and days of work may vary depending on the time needed to fulfil the responsibilities of the position. Evening and weekend work may, on occasion, be required, for which TOIL will be allocated as necessary.

### KEY TASKS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the maintenance of the library music collection.
- Assist with the preparation of music materials for rehearsals, recordings and performances.
- Assemble and prepare orchestra folio folders for concert programmes including programme/cue sheets if required.
- Assist with folder disassembly and prompt return of rental music to publishers as necessary.
- Prepare digital material for distribution to RSNO musicians, substitute, guest and trial players.
- Prepare scores for cover/assistant conductors, and scorereaders as necessary.
- Support and maintain the orchestra's chamber music collection.
- Assist with the collation of performance materials for projects such as Film Composers Lab and the RSNO/RCS Professional Experience scheme.

- Prepare materials for orchestra auditions, which includes co-ordinating with music publishers regarding reproducing works under copyright as appropriate.
- Provide support to RSNO Chorus activity.
- Assist with providing accurate repertoire and instrumentation reports using #Diese, the orchestra's management software.
- Attend rehearsals and performances as necessary, to facilitate the smooth running of the library, providing assistance with music materials as needed.
- Maintain an inventory of library-specific office supplies, including paper, folders, repair tapes, etc.
- Maintain confidentiality at all times, especially with respect to artistic planning.
- There may be lifting and moving of heavy items.
- Additional duties as required.

**QUALIFICATIONS**

To perform this job successfully, the position-holder must be able to satisfactorily perform the criteria below, which are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Person Specification	Criteria
Educations/qualifications	<ul style="list-style-type: none"> <li>▪ Undergraduate degree in music or equivalent</li> <li>▪ Orchestral library experience</li> <li>▪ Ability to read/write music in different clefs; instrument transpositions; transcribe parts; copy orchestra parts legibly and quickly using manuscript and computer notation software, use of scanning, copying and binding equipment.</li> <li>▪ Knowledge of foreign terms, musical terms and signs (including bow markings), and contemporary notation.</li> <li>▪ Knowledge of orchestra literature, current score editions, and reference sources.</li> <li>▪ Knowledge of international copyright laws and music licensing agencies.</li> <li>▪ Proficiency with Microsoft Windows, Office 365 (Word, Excel, Sharepoint and Outlook)</li> <li>▪ Experience with music notation software</li> </ul>
Specific skills	<ul style="list-style-type: none"> <li>▪ Close attention to detail and accurate work performance is fundamental to this position</li> <li>▪ Must demonstrate initiative; ability to work independently; ability to prioritise multiple tasks; strong problem resolution and organisational skills; and the ability to succeed in a fast-paced environment</li> <li>▪ Enthusiasm and understanding of orchestral music</li> </ul>

General competencies	<ul style="list-style-type: none"> <li>▪ Ability to work both in a team and on own initiative</li> <li>▪ Ability to work to specific deadlines</li> <li>▪ Excellent administrative skills</li> </ul>
Other	<ul style="list-style-type: none"> <li>▪ An active interest in the arts</li> <li>▪ Willingness to work occasional unsociable hours</li> </ul>

**Application Process**

Applicants should email a CV and covering letter to [recruitment@rsno.org.uk](mailto:recruitment@rsno.org.uk) for the attention of Richard Payne, Librarian.

**Pension:** Contributory pension scheme available

**Location:** The job will be based at RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX

**Hours of work:** 35 hours per week. The hours and days of work may vary depending on the time needed to fulfil the responsibilities of the position. The post holder will be expected to work as the job requires, including some evenings and weekends.

**Holidays:** 25 days per annum, pro rata

**CLOSING DATE:** Friday 4 August 2024

**INTERVIEWS:** First round interviews will take place week commencing 12 August 2024.