

**AUCKLAND PHILHARMONIA  
POSITION DESCRIPTION**

**Music Librarian**

Department	Artistic Department
Reports to	Director of Artistic Planning
Supervises	Deputy Librarian
Date	November 2024

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**Key Objective:**

To provide professional music library services and musicological expertise to conductors, staff, and musicians of the Auckland Philharmonia in support of the highest standard of musical and organisational performance.

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**Work Schedule:**

Monday – Friday 9am – 5pm

Flexible schedule which includes ability to provide weekend and evening concert coverage as needed in addition to business day responsibilities is also required.

**Key Relationships:**

Music Director and other staff conductors, guest artists, music publishers, composers, arrangers, copyists, and musicians in addition to staff colleagues in Artistic, Operations (incl. Orchestra Management), Finance, Learn & Participate, Marketing and Communications, and Development, and finally, external collaborators such as the Auckland Arts Festival, commercial promoters, and other orchestra librarians and performing arts organisations in New Zealand and abroad.

**Responsibilities:**

1. Secure music hire or purchase and licenses for all repertoire programmed across all Auckland Phil series and stand-alone concerts, recordings, livestreams, workshops, competitions, and auditions.
2. Advise on the practicalities (e.g. orchestration, music availability and cost, other implications) of programming and provide artistic input to Auckland Phil mainstage, commercial, Learn & Participate (L&P) events and other concerts as requested.

3. Maintain a positive and professional, courteous and trust-based collegial relationship with all internal and external constituencies, in particular with the Music Director and other staff and guest conductors.
4. Serve as the Auckland Phil's resident up-to-date expert on all musicological, music publishing, copyright and licensing matters.
5. Draft and revise annual music library budget, avoiding overspends when possible, and advising Director of Artistic Planning of any significant variances.
6. Advise and liaise with composers, publishers, and the Directors of Artistic Planning / Learn and Participate on any commissioned works, reviewing commissioning agreements, and tracking delivery of materials against deadlines, alerting all impacted parties if problems arise.
7. Input programme and orchestration details into ArtsVision, alerting Orchestra Manager to any unusual requirements in a timely manner.
8. Review musical material upon receipt and ensure that part preparation and bowings are completed to a high professional standard.
9. Distribute electronic and physical parts to musicians for preparation and performance.
10. Ensure that library services are available at all first rehearsals or on an as-needed basis at subsequent rehearsals.
11. Serve as primary liaison to conductors, musicians, and staff colleagues on matters of music scores and parts, editions, standard performance practices, etc.
12. Service requests from conductors or colleagues for perusal scores.
13. Maintain the music library and its collections in a neat, organised, and orderly manner.
14. Build and maintain skills in ArtsVision software for the smooth data entry of works.
15. Regularly update repertoire history following performances for accurate record keeping.
16. Advise in the programming of mainstage series upon request by the Director of Artistic Planning.
17. Advise on copywriting and proofreading Auckland Phil publicans for musical and historical accuracy as required.
18. Liaise with Artistic Administrator and Marketing colleagues to ensure that only artistically approved Auckland Phil recordings are utilised in promotional material.
19. Attend concerts, rehearsals, workshops and events across the Auckland Phil Artistic, Development and L&P portfolios, as required.
20. Attend organisational and team meetings as required.
21. Any other duties as requested by Director of Artistic Planning and/or Chief Executive Officer.

## Selection Criteria | Personal Attributes

- Tertiary music qualification or equivalent professional experience and strong knowledge of orchestral repertoire, music theory, instruments, editions, and performance practice.
- Previous experience in an orchestra music library or music publisher.
- An established network of music librarian colleagues and national and international publishers and music distributors.
- High level of score reading and interpretative abilities with full mastery of transposition. Musical composition and arranging skills a plus. Knowledge of notation software (e.g. Sibelius) and other database systems (e.g. ArtsVision).
- High attention to detail, in particular musical terms, signs, and notations, as well as foreign terms, symbols, and nomenclature.
- Excellent written/verbal presentation and communication skills.
- Strong listening and questioning ability.
- Proactive problem solver, self-sufficient, and a positive 'can-do' attitude.
- Strong organisational skills, including the ability to prioritise and manage numerous diverse tasks and deadlines.
- Excellent personal interaction skills with the ability to communicate effectively and in a friendly, helpful and intelligent manner.
- Ability to overcome challenges with a sense of perspective and humour.
- Clean driving licence essential.