

# London Philharmonic Orchestra

## Librarian

## Recruitment Pack

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# London Philharmonic Orchestra

## About the London Philharmonic Orchestra

One of the finest orchestras on the international stage, the London Philharmonic Orchestra balances a long and distinguished history with its reputation as one of the UK's most forward-looking ensembles. The Orchestra is resident at the Southbank Centre's Royal Festival Hall, which it combines with its role as Resident Symphony Orchestra at Glyndebourne Festival Opera each summer. Outside London, the Orchestra has flourishing residencies in Brighton, Eastbourne and at Saffron Hall in Essex, and performs regularly around the UK. The Orchestra also tours internationally, performing to sell-out audiences worldwide at the world's leading concert halls.

The Orchestra was founded by Sir Thomas Beecham in 1932. It has since been headed by many of the world's greatest conductors including Sir Adrian Boult, Bernard Haitink, Sir Georg Solti, Klaus Tennstedt and Kurt Masur. Vladimir Jurowski is the Orchestra's current Principal Conductor and Artistic Advisor, enjoying a flourishing tenure since 2007. He will continue this successful partnership with the Orchestra as Conductor Emeritus when Edward Gardner takes up the position of Principal Conductor in September 2021.

The London Philharmonic Orchestra recently celebrated the 30th anniversary of its Education and Community department, whose work over three decades has introduced so many people of all ages to orchestral music and created opportunities for people of all backgrounds to fulfil their creative potential. Our dynamic and wide-ranging programme provides first musical experiences for children and families; offers creative projects and professional development opportunities for schools and teachers; inspires talented teenage instrumentalists to progress their skills; and develops the next generation of professional musicians.

The Orchestra's work at the forefront of digital technology has enabled it to reach millions of people worldwide: all its recordings are available to download and stream and, as well as a YouTube channel and podcast series, the Orchestra has a lively and growing presence on social media. It places a strong value on Equity, Diversity and Belonging, and during the pandemic period the LPO has further developed its relationship with a broad range of UK and international audiences through its 'LPO Online' digital content: over 100 videos of performances, insights, and introductions to playlists, which have so far collectively received over 3 million views worldwide and led to the LPO being named runner-up in the Digital Classical Music Awards 2020.



## About the role

<b>Job title</b>	Librarian
<b>Reports to</b>	Orchestra Personnel Manager
<b>Works with</b>	The Librarian is a member of the Concerts Department, whose other members are the Concerts Director, Concerts and Recordings Manager, Tours Manager, Glyndebourne and Projects Manager, Concerts and Recordings Co-ordinator, Concerts and Tours Assistant, Orchestra Personnel Manager, Orchestra and Auditions Manager, Librarian (part-time), Stage Managers and Transport Manager.
<b>Location</b>	<p>On location with the Orchestra and in the London Philharmonic Orchestra Library as required. The Orchestra is regularly at Henry Wood Hall, SE1, and the Royal Festival Hall, as well as other UK venues and international touring.</p> <p>The London Philharmonic Orchestra Library is based in the crypt at Henry Wood Hall.</p>
<b>Hours</b>	As per the Orchestral schedule to include evening and weekend work, including additional hours in the Library as required. Duties to be shared and agreed in advance with the existing Librarian (part-time) and Orchestra Personnel Manager.
<b>Salary</b>	£26,000–£29,000

## Overall responsibilities

The Librarians of the LPO are responsible for the preparation of materials for all London Philharmonic Orchestra performances and events.



## Main tasks

- Share responsibility of sourcing, making up and preparing sets of material for performance from various sources, including editing, bowing and checking errata
- Liaise with conductors, soloists, musicians and publishers regarding the preparation of material
- Check string sets to ensure they are consistently bowed
- Repair damaged material, both LPO Library music and hire material
- Prepare hire requests or sale requests to publishers for all music not owned by the LPO and negotiate hire fees plus any licences required for streaming
- Track and check incoming material; check, pack and ship outgoing material, and maintain shipping records
- Manage practice material for members, extras and trialists
- Prepare scores for assistant conductors and recording team
- Padding and un-padding of music for concerts and events
- Research and confirm orchestrations for all repertoire
- Advise on programme listings, instrumentation requirements and publishers to staff as required
- Liaise with Concerts and Development teams for chamber events, sourcing and preparing music as required
- Keep accurate records of the performance history of LPO sets and of bowings where appropriate
- Develop and maintain the LPO's own music library and catalogue
- Maintain accurate Library financial records
- Deal with enquires from conductors and other orchestras regarding material
- Day to day upkeep of the Library and library supplies

### **On the Road**

- Liaise with Stage and Transport team to ensure material gets to all venues as required
- Share attendance at rehearsals, tours, recordings, concerts and as agreed with Librarian (part-time)
- Ensure music is put out on the stands in good time before rehearsals, and collected and stored securely

### **Education and Community**

- Research, source and prepare music for Schools and Family Concerts including preparing cuts and excerpts
- Research, source and prepare music for education events such as rehearsal days and pre-concert events
- Prepare and distribute parts to Foyle Future First (FFF) members for sit-ins
- Assist with the preparation of scores and parts for Young Composer workshops and Debut Sounds concert
- Liaise with the Education department on other music requirements

### **Auditions**

- Assist with the preparation of audition excerpt packs for orchestral vacancies, Foyle Future First and LPO Junior Artist auditions, ensuring that all copyright laws are adhered to



## Person specification

### Essential

- Prior professional experience in an orchestral library
- Excellent attention to detail
- Ability to work to deadlines, manage multiple projects, and prioritise work appropriately
- Knowledge and understanding of Western orchestral music
- Ability to read music to a high standard
- Excellent interpersonal skills with an ability to communicate well with a wide range of people, e.g. orchestral musicians, conductors, soloists and agents
- Enjoy and are equally able to work as part of a team and on your own initiative
- Able to work calmly and professionally under pressure
- Excellent communication skills, both written and verbal
- Willingness to work unsociable hours
- Computer literate and familiar with Microsoft Office
- Practical knowledge of Sibelius music software

### Desirable

- Qualified to degree level or equivalent
- Clean driving licence
- Working knowledge of OPAS planning system



## Working at the London Philharmonic Orchestra

The London Philharmonic Orchestra prides itself on being a supportive, inclusive and enjoyable place to work. We offer a range of company benefits aimed at promoting wellbeing, goodwill and an engaged workforce.

- 20 days of annual leave per annum pro rata, rising by one day for each full year of service (September–August) to a maximum of 25 days
- After three months in the position, access to a 6% contributory pension scheme
- Two complimentary tickets for all of the LPO's Royal Festival Hall own-promoted concerts
- A total of four seats each summer for Final Dress Rehearsals at Glyndebourne Festival Opera
- 40% discount on food and drink purchased at Company of Cooks venues within the Southbank Centre (excluding alcohol)
- Various discounts at other food/drink and retail outlets across the Southbank Centre site
- Discounted access to various galleries and museums across London through the Southbank Centre's reciprocal scheme
- Season ticket scheme providing loans for annual travel passes
- Support in promoting and maintaining positive mental health, including access to Mental Health First Aiders, confidential support helpline and peer support
- Cycle to Work scheme
- Free eye tests and contribution towards spectacles where required



## How to apply

**The closing date for applications is 10am on Wednesday 23 June 2021.  
Interviews will take place w/c 28 June 2021.**

Please visit [lpo.org.uk/jobs](https://lpo.org.uk/jobs), where you will be asked to complete a short form before uploading your CV and covering letter. If you are unable to apply online please contact Andrew Chenery, Orchestra Personnel Manager, on 07770 663867 or [andrew.chenery@lpo.org.uk](mailto:andrew.chenery@lpo.org.uk) for further information.

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Details of your notice period and names of two referees, together with a brief statement of the capacity in which they have known you, along with an indication of when in the application process they may be contacted (please note that we will not contact your referees without your express permission)
- An indication of your current salary
- Contact details including day and evening telephone/mobile numbers

Your covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification on page 6.

**We are working to achieve diversity and welcome applications from all sections of the community. Successful applicants will be contacted and invited for interview at a mutually agreeable time.**