

Library Assistant (Freelance Temporary Contract)

(Rates negotiable based on 17 hours per week for a minimum three month period)

Introduction & Purpose

As Britten Sinfonia begin to resume live concert activity in light of the lifting of COVID-19 restrictions, the Concerts Team are seeking to appoint a temporary librarian on a freelance contract basis to support the department in the preparation of sheet music for each project. Reporting to the Concerts and Tours Manager, the role will also support the creation of a new designated library area within the Britten Sinfonia office.

Prior experience of managing a music library in an orchestral setting, and flexibility in terms of working hours would be advantageous. Britten Sinfonia is committed to providing employment opportunities to people of all backgrounds and we are particularly keen to hear from those of Black, Asian, other Ethnic Minority and mixed racial heritage, those who identify as LGBTQIA+, applicants who identify as disabled, and applicants from less-advantaged socio-economic backgrounds.

Duties

Under the direction of the Concerts and Tours Manager and Concerts Director:

- Researching and confirming orchestrations for all repertoire
- Ensuring parts are marked up and distributed to players in good time before rehearsals start
- Photocopying and scanning music as required
- Returning parts and scores to publishers
- Keeping OPAS up to date with orchestrations
- Ensuring conductors & soloists and leaders have the correct editions and copies of the required music and that specified bowings/markings are entered in good time prior to rehearsals
- Time permitting, provide support to the Creative Learning Department with sourcing music
- Ensuring the library is kept well organised and tidy at all times
- General administrative support to the Concerts Department, including filing and proofreading

Qualifications

Essential – A level in Music, OR as an equivalent, Grade 8 Music Theory with Grade 8 on an instrument.

Desirable – Bachelor's degree in Music

Personal Skill Level – Essential

- Good organisational and administrative skills
- Excellent attention to detail
- Understanding of the workings of an orchestra
- Competence in Microsoft Office, especially Word, Outlook and Excel
- Ability to act on own initiative and a keenness to learn new skills
- Strong communication skills
- Ability to plan and prioritise your work, work to project deadlines

- Ability to work calmly under pressure
- Flexible working attitude & committed approach

Personal Skill Level – Desirable

- Previous experience of working in the arts
- Experience of sheet music preparation (amateur or professional)
- Knowledge of the music business
- Experience of working with orchestrations
- Experience of using OPAS software or similar orchestra / event management software

Circumstances

- Starting date: early May 2021, tbc.
- Based at Britten Sinfonia Cambridge Office, Compass House, 80 Newmarket Road, Cambridge CB5 8DZ. Please note due to the nature of library work it is not possible to do this role from home. Please also note parking spaces are not available at the Britten Sinfonia Office.
- 17 hours per week to be allocated on a flexible basis in discussion with the Concerts and Tours Manager or Concerts Director.
- Rate: negotiable paid monthly by BACS on receipt of invoice. Any additional hours will be paid on a pro rata basis.

Application

Please send a CV, along with a short accompanying statement (up to 500 words) outlining how your skills and experience suit this role to recruitment@brittensinfonia.com by 5pm, Tuesday 4 May 2021. Applications may also be submitted by post to: Britten Sinfonia, Compass House, 80 Newmarket Road, Cambridge CB5 8DZ, or in person (please call James Calver, Concerts Director, on 07766 118199 if you are not in a position to submit your application by email).

All applicants will be asked to complete an equal opportunities survey as part of the application process. Sensitive personal information will be anonymised and held in strict accordance with data protection legislation.

Should candidates wish to discuss the role, application process or the work of Britten Sinfonia further, please James Calver, Concerts Director on 07766 118199 for an informal discussion.