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| **JOB DETAILS** |
| Job Title | Librarian | Job Code |  |
| Grade |   | Function | Artistic |
| Department | Artistic Operations | Section | Music Library and Repertoire Management |
| Job Family | Artistic Support | Job Sub-Family |  Library Services |
| Reports To |  Artistic Director | Direct Reports |  |

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| **JOB SUMMARY** |
| The Librarian is responsible for managing and maintaining the orchestra’s music library, ensuring the availability of scores, parts, and repertoire materials for rehearsals and performances. This role involves coordinating with conductors, musicians, and artistic staff to prepare, distribute, and archive music materials. The Librarian plays a critical role in supporting the orchestra’s artistic endeavors by ensuring the accuracy and accessibility of all musical resources while maintaining copyright compliance and high organizational standards. |

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| **DUTIES & RESPONSIBILITIES** |
| **1. Music Preparation and Distribution** * Arrange for the transposition or adaptation of parts as needed to accommodate specific instrumentations or individual musicians’ requirements.
* Ensure timely delivery of music materials to musicians for rehearsals and performances.

**2. Library Management*** Maintain the orchestra’s music library, including cataloging, organizing, and archiving scores and parts.
* Monitor the condition of library materials, repairing or replacing as necessary.
* Develop and update an efficient system for tracking the use of music materials.

**3. Copyright Compliance and Licensing*** Secure performance rights and rental agreements for copyrighted materials as required.
* Ensure that all music usage complies with copyright laws and regulations.
* Liaise with publishers and vendors to acquire music for the orchestra’s repertoire.

**4. Repertoire Coordination*** Collaborate with the Artistic Director and conductors to ensure the availability of repertoire for upcoming seasons, performances, and special events.
* Assist in researching new repertoire and providing recommendations based on the orchestra’s needs and artistic vision.
* Manage communications with composers, arrangers, and publishers for commissioning or acquiring new works.

**5. Rehearsal and Performance Support*** Attend rehearsals and performances as needed to address music-related issues and ensure seamless operations.
* Respond promptly to musicians’ and conductors’ requests for adjustments, such as corrections to music markings or redistribution of materials.

**6. Collaboration and Communication*** Serve as the primary liaison between the Artistic Department, conductors, and musicians for all music-related matters.
* Maintain strong working relationships with publishers, music suppliers, and copyright organizations.
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| **ACCOUNTABILITIES** |
| **Financial (up to 5)** | **Non-Financial (up to 5)** |
| * Responsible for managing the budget for music rentals, purchases, and licensing.
* Ensure cost-effective use of resources in maintaining the music library.
 | * Maintain an organized and accessible music library that supports the orchestra’s artistic vision.
* Ensure the accurate preparation and timely distribution of music materials for all performances and rehearsals.
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| **JOB SPECIFICATIONS** |  |
| **Type** | **Minimum** | **Desired** |
| **Education** | * Bachelor’s degree in music, Library Science, or a related field.
 | * Master’s degree in Music Librarianship or Orchestral Studies.
 |
| **Experience** | * Minimum of 3-5 years of experience working as a music librarian or in a related role within an orchestra, music institution, or similar setting.
* Experience with music preparation, score marking, and orchestral operations.
 | * Familiarity with copyright laws, performance rights, and licensing processes.
 |
| **Skills & Abilities** | • Strong knowledge of orchestral repertoire, instrumentation, and performance practices.• Proficiency in music notation software (e.g., Finale, Sibelius).• Excellent communication and interpersonal skills to interact with musicians, conductors, and staff.* Ability to work under pressure and manage multiple tasks with tight deadlines.
 | * Proficiency in written and spoken Arabic.
* Exceptional organizational skills with attention to detail.
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| **COMPETENCIES** |  |
| **Behavioral (up to 10)** | **Proficiency Level** |
| Attention to Detail | 4 |
| Communication & Interpersonal Skills | 4 |
| Problem Solving & Decision Making | 4 |
| Organization and Planning  | 4 |
| Collaboration | 4 |
| **Technical (up to 10)** | **Proficiency Level** |
| Music Notation and Preparation | 4 |
| Library Management | 4 |
| Copyright and Licensing Knowledge | 3 |
| Cataloging and Archiving | 4 |

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| **Proficiency Levels** |
| 1 - Basic | 2 - Intermediate | 3 - Advance | 4 - Expert |

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| **INTERACTIONS** |
| **Internal** | **Frequency** | **Reason** |
| * Artistic Director and Conductors
 | * Daily/weekly
 | * To align on repertoire preparation and performance requirements.
 |
| * Musicians
 | * Daily/weekly
 | * To provide music materials and respond to specific requests.
 |
| * Operations and Stage Crew
 | * When required
 | * To coordinate music-related logistics for performances.
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| **External** | **Frequency** | **Reason** |
| * Publishers and Vendors
 | * When required
 | * To acquire, rent, or commission music materials.
 |
| * Copyright and Licensing Organizations
 | * When required
 | * To secure performance rights and ensure legal compliance.
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| **WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS** |
| This role is primarily based in an office or library environment but requires attendance at rehearsals, performances, and special events. The position involves physical activities such as lifting and moving music folders, scores, and other materials. Some evening and weekend work is required to support performances and rehearsals. |

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| **DISCLAIMER** |
| This job description provides a general overview of the responsibilities and requirements for the Librarian role. Additional duties may be assigned to meet the ongoing needs of the UAENO. |

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| **VERIFICATION** |
|  | **Prepared By** | **Reviewed By** | **Approved By** |
| Name |  |  |  |
| Position |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |

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| **VERSION CONTROL** |
| Version |  |
| Revision Date |  |
| Department Head Approval |  |
| Human Resources Approval |  |

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| **EMPLOYEE ACCEPTANCE** |
| Name |  |
| Signature |  |
| Date |  |