

## POSITION DESCRIPTION

<b>Job Title</b>	Principal Librarian	<b>Date</b>	February 2026
<b>Department</b>	Artistic Operations	<b>Reports to:</b>	Head of Artistic Planning
<b>Location</b>	MSO Office, Southbank	<b>Role Status:</b>	Full time

### 1. POSITION PURPOSE

The MSO's Principal Librarian is responsible for the procurement and preparation of all scores and parts for the MSO's orchestral activities and managing the permanent and casual library staff. Requiring a broad knowledge of relevant repertoire, this position also is essential in providing services and advice to a range of stakeholders to ensure the successful delivery of the MSO's performance, including orchestra management and operations personnel.

### 2. MSO VALUES and GUIDING PRINCIPLES

#### VALUES

Innovation, Collaboration, Respect, Diversity

#### GUIDING PRINCIPLES

**We listen** to each other, and we listen to our audiences. We continuously tune into building connections that bring joy and validation.

**We create** welcoming experiences that showcase the beauty and wonder of artistic craft. Innovate performances that elevate the moment and endure in the spirit.

**We unite** our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.

### 3. DIMENSIONS and WORKING RELATIONSHIPS

<b>Reports to</b>	Head of Artistic Planning
<b>Manages</b>	<ul style="list-style-type: none"> <li>• Orchestra Librarian</li> <li>• Chorus Administrator</li> <li>• Library Casual staff</li> <li>• Volunteers</li> </ul>
<b>Direct Working Relationships</b>	<ul style="list-style-type: none"> <li>• MSO Musicians and Artists</li> <li>• Artistic Operations Department</li> <li>• National Music Library staff, and Librarians of other orchestras</li> <li>• Publishing/Music hire houses</li> </ul>

### 4. MAJOR RESPONSIBILITY AREAS

The main areas of responsibility include:

- Preparation of Orchestral Scores and Parts, as well as Chorus material;
- Preparation of repertoire for Auditions;
- Archive and library management;
- Information provision and advice;
- Staff management.

5. KEY RESULT AREA	MAJOR ACTIVITIES
<b>Preparation Of Orchestral Scores and Parts, as well as Chorus Material</b>	<ul style="list-style-type: none"> <li>• Ensure that all orchestral works required by MSO are procured and distributed to musicians in a timely manner;</li> <li>• Manage, oversee and partake in the assembly, reproduction and circulation of music in preparation for MSO rehearsals and performances, including bowing and practice parts preparation processes;</li> <li>• Ensure that material is available on online platforms and iPad systems;</li> <li>• Maintain a strong professional relationship with relevant bodies such as Symphony Services International and music publishers.</li> </ul>
<b>Auditions</b>	<ul style="list-style-type: none"> <li>• Liaise with appropriate Principal players in order to prepare orchestral audition material for permanent and casual auditions.</li> </ul>
<b>Archive And Library Management</b>	<ul style="list-style-type: none"> <li>• Oversee the administration of the MSO's music library;</li> <li>• Manage the library casual staff budget;</li> <li>• Manage the music purchase, music hire and APRA AMCOS budget line items, in discussion with the Head of Artistic Planning;</li> <li>• Keep library budget line items (Grand Rights etc.) up to date in the Project Ledger budgets;</li> <li>• Update ArtsVision with appropriate Library information in a timely manner;</li> <li>• Oversee MSO's ABC Audio archives of MSO performances.</li> </ul>

<b>Information Provision and Advice</b>	<ul style="list-style-type: none"> <li>• Prepare and issue instrumentation lists for performances and recordings, including preparation of percussion lists and other relevant details for operational staff;</li> <li>• Update Orchestra Managers and Production staff with any changes to instrumentation, taking a proactive approach to flagging any anomalies in advance;</li> <li>• Provide library and musical assistance to management staff, conductors, producers, ensembles and musicians in the preparation of programs;</li> <li>• Participate in the Emerging Artist programs, providing typesetting and orchestration guidance to emerging artists;</li> <li>• Proofread marketing collateral, including program notes and title slides for concerts;</li> <li>• Effectively communicate to both the Artistic Operations department and wider teams, information around copyright and the clearing of rights for concerts, recordings and broadcasts;</li> <li>• Work with the Director of Programming and Head of Artistic Planning on forward planning for future seasons proactively offering details and advice on works, instrumentations and editions.</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>• Manage the work of the Orchestra Librarian, Chorus Administrator;</li> <li>• Manage any casual and volunteer resources as required.</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Work with management and other team members to ensure that all occupational health and safety (OHS) risks are minimised through awareness and application of safe working practices.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate an interest and engagement with the MSO performances;</li> <li>• Behave in a manner consistent with MSO values;</li> <li>• Carry out any other associate duties as reasonable requested.</li> </ul>

## 6. DECISION MAKING AUTHORITY

The position holder works under the general direction of the Head of Artistic Planning

## 7. ESSENTIAL CRITERIA

- Experience in working with an orchestra in a similar position;
- Demonstrable confidence and deep specialist knowledge of orchestral repertoire;
- Ability to read scores and interpret them in terms of orchestral requirements;
- Ability to engage with musicians and staff in a customer service oriented and accessible way;
- Broad knowledge of library procedures and copyright issues;
- Experience working with iPads in an Orchestra Library setting;
- Familiarity with publishers and music providers in Australia and abroad;
- Excellent computer literacy, including music notation and sound editing programs;
- Tertiary qualification in music.

## 8. DESIRABLE CRITERIA

- Experience of managing staff;
- Experience in developing and improving processes.

## 9. PERSONAL CHARACTERISTICS

- Ability to work with autonomy, self-motivation, and as part of a team;
- Demonstrated administrative, planning and organisational ability, including budget management;
- Excellent interpersonal and written communication skills;
- Exceptional attention to detail, balance with an ability to embrace broader “big picture” considerations.

## 10. POSITION DESCRIPTION MAINTENANCE

<b>Date of last review:</b>	February 2026
<b>Conducted By:</b>	Head of Artistic Planning
<b>Date for next review:</b>	As required