

Principal Librarian

About the MSO

Established in 1906 the Melbourne Symphony Orchestra (MSO) is not only Australia's oldest orchestra, but one of the country's most forward-looking major arts institutions. We currently engage over 2.5 million people through live and recorded broadcasts and perform live to more than 300,000 people annually, in concerts ranging from performances at its home, Hamer Hall at the Arts Centre Melbourne, to our annual free concerts at Melbourne's largest outdoor venue, the Sidney Myer Music Bowl. The MSO presents innovative and engaging programs to audiences of all ages across Victoria through its outreach, education, and community initiatives.

About the role

The MSO's Principal Librarian is a unique role, 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.

The successful applicant will possess the following:

Education and Qualifications

- Relevant tertiary qualifications in music, arts management, or related discipline, or equivalent professional experience.
- Deep knowledge of orchestral/chamber music repertoire and performance practices.

Knowledge and Demonstrated Experience

- Proven experience in working with an orchestra in a similar position
- Demonstrated 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 internal teams in a customer service oriented and accessible way
- Broad knowledge of library procedures and copyright processes
- 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

Skills Required

- Experience leading a team and working autonomously
- Experience in developing and improving processes
- Demonstrated administrative, planning and organisational ability, including budget management
- Excellent interpersonal and written communication skills

What We Offer

- Flexible work options – including hybrid working arrangements where possible
- Professional development – access to training, mentoring, and learning opportunities
- Employee Wellbeing – access to the Employee Assistance Program (EAP) and internal initiatives that support health, safety, and wellbeing
- Leave benefits – generous leave entitlements, including cultural leave, study leave, family and domestic violence leave, and TOIL (in line with our Enterprise Agreement)
- Diversity and inclusion – commitment to a safe, inclusive, and culturally respectful workplace, with initiatives such as our in-progress Reconciliation Action Plan
- Creative environment – be part of a progressive arts organisation that values innovation and collaboration
- Concert access – opportunities to attend MSO concerts and events
- Location – based in Melbourne’s Southbank arts precinct, close to public transport, cafés, and cultural venues

Applications: Please apply by sending a cover letter and resume to: jointheteam@mso.com.au

We’ll keep applications open until we find the right person.

MSO is an Equal Opportunity Employer. MSO is committed to creating a diverse and inclusive environment. All qualified applicants will be considered for employment without regard to race, colour, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital or disability status. Aboriginal and Torres Strait Islander people are encouraged to apply.

Your privacy is important to MSO. It is the policy of MSO to respect the confidentiality of information and privacy of individuals. Personal information provided by you as part of your application (whether oral, electronic, or written) will be collected and processed for the purpose of evaluating your application for employment. In order to carry out this purpose, your information may be disclosed to appropriate persons in our offices. Any information we hold will be governed by the most current version of the MSO Privacy Policy and relevant legislation.