

Freelance Project Opportunity: Music Library Support (Fixed Term)

St Paul's Cathedral

Contract: Fixed-term freelance project (minimum 6 months)

Time commitment: 0.6 FTE, 21 hours per week (approximately 3 days)

Project fee: £9,000 for the 6-month project

(Equivalent to £18,000 per annum pro-rated from a £30,000 FTE salary)

Location: On site at St Paul's Cathedral, London

Start date: As soon as possible

The Opportunity

St Paul's Cathedral is seeking a skilled and highly organised freelance Music Library professional to undertake a focused project within the Music Department. This role will play a vital part in modernising, rationalising, and preserving the Cathedral Choir's extensive music library.

This opportunity would suit someone with experience in music librarianship, music administration, typesetting, and cataloguing who enjoys hands-on, practical project work.

Key Responsibilities

Working closely with the Director of Music and Music Department staff, you will:

- assess which music should remain in active use, be stored, or be removed;
- scan and digitally archive music being removed or stored;
- digitise key scores and prepare accessible PDF working files;
- organise, tidy, and rationalise the physical music library;
- label shelving and storage areas for ease of navigation;
- identify duplicate, obsolete, or outdated editions;
- conduct a full review of the existing music catalogue;
- produce a new digital catalogue (e.g. Excel, OPAS, or similar);
- create a searchable thematic index for Music Department staff;
- typeset handwritten or poor-quality scores using notation software (e.g. Sibelius or MuseScore);
- identify and facilitate the ethical resale or donation of surplus music;

About You

You will likely have:

- experience working with music libraries, archives, or large music collections;
- strong knowledge of choral and liturgical repertoire (or the ability to learn quickly);
- confidence using notation software such as Sibelius or MuseScore;
- excellent organisational skills and attention to detail;
- experience with digitisation, cataloguing, or archival systems;
- the ability to work independently while collaborating closely with musicians;
- please note that a basic DBS check will be a requirement of this role.

How to Apply

For an informal conversation regarding the role, please feel free to contact Hilary Punnett, Assistant Director of Music at hpunnett@stpaulscathedral.org.uk

Should you wish to register your interest in this role, please email your CV to Gavin Watts, Senior HR Business Partner at gwatts@stpaulscathedral.org.uk