



Music Librarian
Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.



Music Librarian

SUMMARY

Reporting to the Music Library and Surtitles Manager, the Music Librarian plays a key role in supporting the delivery of performances by ensuring the accurate preparation and provision of vocal and orchestral materials. The role provides essential administrative support to the Music Library function and contributes to the creation and delivery of surtitles, including the operation of the surtitle system during performances. This position requires strong organisational skills, attention to detail, and the ability to work collaboratively within a fast-paced performance environment.

Reports to

Music Library & Surtitles Manager

Salary

£33,500 per annum

Location

London Coliseum and other locations as required

Hours

35 hours per week



Music Librarian

Key Responsibilities

- Assisting with the preparation of performing material according to the requirements of conductors, singers and music staff including bowings, arrangements and transpositions
- Preparing vocal and full scores with new translations including liaising with translators, producers, music staff and publishers, copying text and overseeing the timetable for printing material
- Administering arrangements for and carrying out the printing, photocopying and binding of scores as necessary
- Issuing, cataloguing and recalling scores on loan together with the running and maintenance of the library on a day-to-day basis
- Researching support for the music department, sourcing information on publishers/orchestrations/editions etc. and associated correspondence
- Attending orchestral and production rehearsals as required
- Preparing vocal scores for surtitling and inputting text into the system as required
- Operating the surtitling system for stage rehearsals and performances as required
- Management of the digital score delivery, to include the digital music platforms and hardware
- Collation and distribution of information pertaining to productions and rehearsals, to a wide range of stakeholders
- Dealing with enquiries and responding to correspondence as required
- Travelling to and maintaining storage space in Marden, Kent
- Any other duties that are relevant to the post



Music Librarian

Person Specification

Required:

- Music degree or equivalent professional experience
- Demonstrably accurate and neat music and word-copying skills
- Familiarity with the requirements of singers and orchestral players gained through practical experience
- Computer literate using MS365 to a proficient standard
- Proficient in use of Sibelius engraving software
- Excellent communication and organisational skills
- Excellent time management with the ability to meet deadlines in a fast-paced, changing environment
- Ability to work both independently and collaboratively as part of a small team
- Proactive approach with the ability to use initiative
- Flexibility to work evenings and weekends as required
- Knowledge of and interest in opera
- Strong written and verbal English skills (CEFR C2 or equivalent)
- Clear handwriting
- The ability to lift and move boxes of scores up to 15 kg

Desirable:

- Experience in a music library in a performing organisation or similar role
- A familiarity with European languages

At the ENO, our people play a vital role in helping us create extraordinary encounters with opera and beyond, so it's just as important that we reward people beyond their salary to recognise their contributions.

Your Wellbeing

- **Annual Leave:** 25 days plus Public Holidays
- **Hybrid and flexible working**
- Eye care vouchers
- Enhanced Company Sick Pay
- Enhanced Family Friendly Leave (including Maternity Leave and Paternity Leave)
- Cycle-to-Work Scheme
- **Employee Assistance Programme (EAP)** through Spectrum.Life:
 - Confidential support available 24/7, 365 days a year for employees
 - Virtual GP & digital physio
 - Wellbeing portal including videos, podcasts, and factsheets on topics such as sleep, diet and exercise



Seeing Our Performances

- Complimentary tickets for ENO and selected London Coliseum performances
- Staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events



Managing Money

- Salary Sacrifice pension scheme with Natwest Cushon
- Interest-free travel season ticket loans
- Annual pay review
- Discounts across various categories including: Travel, Wellness and Fitness, Electronics, Accessories, Food & Drink and many more through Pebble



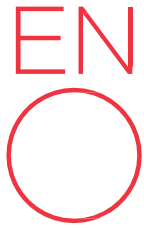
Your Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements
- Opportunities for Sabbatical leave to invest in your learning, wellbeing and career goals



“The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage, Prompt or the Flies - every day is different and exciting!”

Please note that some of these extras vary depending on contract type or duration.



Music Librarian

To Apply

You can apply for this role on our careers site.

We'll ask you for:

- A copy of your CV
- A cover letter

Applicants invited to interview will be required to submit an example of music manuscript (handwritten and digitally engraved) and carry out a short skills test.

Due to the high volume of applications we receive, we are only able to provide feedback to those candidates who reach the interview stage.

Application Deadline

5pm, Monday 6 July 2026

1st Interviews (online)

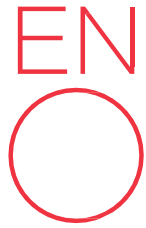
w/c 20 July 2026

2nd Interviews (in-person)

w/c 3 August 2026



We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme or require any reasonable adjustments for the application process, please email workwithus@eno.org



Backstage Secrets to Success

Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on workwithus@eno.org so that we can ensure that the stage is ready for your performance.



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

ENO



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