



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role/ Title: Music Library Assistant
Reports to: Music Library Manager

Main purpose of the job

To assist in the preparation and distribution of music at the Royal Opera House, providing effective support to the Music Library team

Main Responsibilities

- Supply as required:
 - Orchestral sets
 - Practice parts for orchestra members
 - Chorus scores
 - String bowing masters
 - Full, vocal or piano scores for Royal Opera and Royal Ballet music staff
 - Stage Management and Staff Director scores
 - Full, vocal or piano scores for Film and Broadcast
 - Full, vocal or piano scores for Learning and Participation
 - Miscellaneous other items as directed
- Issue vocal scores, monitor current loans and re-shelve all returned loans
- Shelve and catalogue as appropriate hire and purchase acquisitions
- Package and return all hire materials after use
- Monitor stationery levels. Replenish and purchase as required
- Deal with enquiries as required.
- Assist in the organisation of music required for outside concerts, recordings etc.
- Assist as required in the day-to-day running, maintenance and upkeep of the music library and its resources.
- Work to designated priorities and deadlines as advised

PERSON SPECIFICATION

- Advanced theoretical knowledge and practical orchestral playing experience (Grade 8 or higher on an *orchestral* instrument an advantage)
- Knowledge of opera and ballet repertoire
- General office administration skills: photocopying, document binding and mailing/distribution
- Proficiency in use of Microsoft Office
- Ability to demonstrate initiative and common sense in use of materials and equipment
- Neat presentation of work, accuracy and an eye for detail
- Effective time management skills and ability to work consistently to deadlines
- Clear communicator, with excellent written/verbal English
- Consistent high level of customer care and responsiveness
- Previous orchestral library experience an advantage

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

