



Brighton Festival Chorus Role of the librarian

Primary function – This is a central role to the functioning of the Chorus, ensuring that all members of the choir are supplied with music in time for rehearsals and other musical events undertaken by the chorus. (To include accompanist and any deputising conductor/accompanist and guests). To arrange distribution to, and collection of scores from, members and the return to libraries.

Role requires liaison and interaction with

- Music Director, (MD) General Manager (GM) and Trustees
- Music Libraries and other hiring organisations
- Members and guests of the chorus
- Delivery companies
- Liaison with Membership Secretary

Main responsibilities-

1. Being proactive in liaising with chorus management, (MD GM and trustees) so as to be fully apprised of chorus programme and music requirements as soon as these are confirmed. Through the MD, establish at an early point which edition of particular works the conductor is using (i.e. – Novello, Barenreiter, Edition Peters/Faber etc.) and ensure, when contacting hire libraries, that the correct edition is obtained.
2. Liaise with MD to agree who will be responsible for sourcing the music and a date when music will be required.*
3. When required, source music scores from appropriate lending libraries or other choruses so as to ensure that music is available at the first rehearsal. Agree suitable return date and hire fee.
4. Take delivery of music scores, number them when necessary and distribute to members at the appropriate time, keeping accurate records of all music distributed to chorus members.
5. Ensure that there is a supply of music available throughout all rehearsals/concerts so that any new members or guests can have a score.
6. Liaise with members of the Chorus management team to ensure that that any music downloads are available to members and posted on the notice board in good time.
7. **Be aware of those members who are unable to print their own music and, recognising the need for any photocopying of music, oversee those arrangements.
8. Collect all music post-concert, ensuring that records are kept of all scores returned and to follow up with members who failed to return scores. Make the Treasurer aware of any members who have lost or not returned scores.
9. Make arrangements for return of music post-concert to hiring organisation before the end of hire date.
10. Keep note of members who leave the chorus who may have borrowed music and ensure its return. Leaver details supplied by Membership Secretary.

Personal attributes

The following have proved helpful :

- Happy to collaborate with the trustee team to manage the role as effectively as possible in an imperfect, volunteer-based environment, sometimes working to some urgent deadlines.
- An open and collaborative style and the ability to work with members of the chorus and to use tact and diplomacy to take ensure delivery and collection of music to and from members.
- A willingness to have music delivered to their home address and bring it to rehearsals for distribution. The means to transport scores to and from rehearsal, and on occasions, concert venues is therefore essential.
- The ability to enrol others in the distribution and collection of music and to act on own initiative within the scope of the role in this regard. For example there is some flexibility for the librarian to determine and communicate to members whether they would like scores returned at the end of each concert or at the rehearsal immediately following a concert to suit individual preference for ease of discharging the role.
- Resourcefulness, a willingness to develop an awareness of the main music lending libraries in the UK, other choirs, Conservatoire libraries etc and where best value for money can be achieved.
- Good written and verbal communication skills.
- Good organisational and record-keeping skills and attention to detail.
- A self-starter and the ability to be proactive and to take initiative when new bookings come in and to anticipate the potential requirements in terms of the need for scores and sheet music.
- A working knowledge of Microsoft Excel would be an advantage but is not essential.

*On occasions or when performing new or premiere music the MD may discuss music with the composer and/or publisher and arrange supply directly. When this happens the MD will advise what action if any is needed on the part of the librarian.

** Re 8 above, it is expected that the librarian will print downloaded music for those who are unable to do so for themselves. They will be reimbursed on an “at cost” basis.

Working with the Chorus

Undertaking from The Chorus management.

It is acknowledged that the work of the librarian cannot be done in isolation but as part of the overall function of the Chorus. Therefore the Music Director, General Manager and Trustees will use their best endeavours to ensure that the Librarian is supported and made aware of all music requirements in good time and to assist in the resourcing of music should it be necessary.