

ROLE DESCRIPTION

ROLE TITLE: Librarian

LAST UPDATED: 5th September 2019

1. MAIN PURPOSE OF ROLE

To ensure that all members of the choir are supplied with music scores in time for rehearsals, concerts and other musical events undertaken by the Society

2. POSITION AND SUPPORT

Accountable to: HCS Chair

Accountable for: Music score provision

Liaises with: Chair, MD, HYC and committee

Works within a team of: n/a

3. KEY RESPONSIBILITIES

- i. Obtain from HCS & HYC MDs full year future concert programme so sufficient time is available to source music
 - ii. Source the supply of scores from appropriate outlets for the next concert to be available at or before the first rehearsal.
 - iii. Advise choir of hire and purchase costs for music.
 - iv. Keep record of those hiring music which has to be returned to supplier
 - v. Co-ordinate any music photocopying as and when required and appropriate
 - vi. Arrange, and chase where necessary, for the return of hired music copies to suppliers
 - vii. Liaise with Treasurer to pay music supplier invoices
 - viii. Maintain and store an HCS/HYC archive
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4. QUALITIES & EXPERIENCE

- i. Skilled in administration
 - ii. Active interest in music
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5. APPOINTMENT AND TIMESCALES

- i. Ideally a 3 year period
 - ii. Notice of one term on leaving
 - iii. Work load 2 hours a week
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6. LOCATION, TRAVEL & EXPENSES

Not applicable

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7. BENEFITS

Not applicable
