



SCOTTISH CHAMBER ORCHESTRA

LIBRARIAN: JANUARY 2021

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1. Orchestra Biography

The internationally celebrated Scottish Chamber Orchestra is one of Scotland's National Performing Companies.

Formed in 1974 and core funded by the Scottish Government, the SCO aims to provide as many opportunities as possible for people to hear great music by touring the length and breadth of Scotland, appearing regularly at major festivals including the Edinburgh International Festival and BBC Proms, and by touring internationally as proud ambassadors for Scottish cultural excellence.

Making a significant contribution to Scottish life beyond the concert platform, the Orchestra works in schools, universities, colleges, hospitals, care homes, places of work and community centres through its extensive Creative Learning programme.

An exciting new chapter for the SCO began in September 2019 with the start of dynamic young conductor Maxim Emelyanychev's tenure as the Orchestra's Principal Conductor. "A superb concert ... Scottish music-lovers have something special in store" – *The Times*
The SCO and Emelyanychev released an internationally acclaimed first album together (Schubert Symphony No 9 'The Great' / Linn Records) in November 2019.

The SCO has long-standing associations with many eminent guest conductors including Conductor Emeritus Joseph Swensen, François Leleux, Pekka Kuusisto, Richard Egarr, Andrew Manze and John Storgårds.

The Orchestra also enjoys close relationships with many leading composers and has commissioned almost 200 new works, including pieces by Associate Composer Anna Clyne, the late Sir Peter Maxwell Davies, Sir James MacMillan, Judith Weir, Martin Suckling, Sally Beamish, Einojuhani Rautavaara, Mark-Anthony Turnage, Lotte Wennäkoski and Nico Muhly.

The SCO Chorus, under the direction of Gregory Batsleer, celebrates its 30th anniversary this year. The Chorus appears regularly with the Orchestra in Scotland's major cities; it also appears on its own in a *capella* repertoire, including its highly popular annual Christmas concerts.

In response to the current restrictions on live performances in Scotland, the Orchestra has undertaken its first ever digital season of streamed chamber music and orchestral concerts. These began in September with a performance of Bruch's Violin Concerto No 1 with violinist Nicola Benedetti, conducted by Maxim Emelyanychev. Concerts are currently streamed every Thursday evening at 7.30pm on the SCO's YouTube channel and Facebook page.

2. The Orchestra's Work

The Orchestra promotes regular **Winter Seasons** from October to May in Edinburgh, Glasgow, Aberdeen, St Andrews and (in partnership with the BBC SSO and RSNO) Perth, as well as appearing in Ayr and Dumfries. There are between two and four concerts each week with over 60 concerts in total, forming a 23-week Winter Season.

During the **Summer Season** the Orchestra tours to Scotland's towns and villages. In addition, the SCO undertakes overseas tours, festival appearances and recording sessions throughout the year. The SCO appears regularly at Edinburgh International Festival and BBC Proms.

3. Structure and Background

Overseen by a non-executive Board of Directors, the management team of the SCO consists of 20 full-time and 3 part-time members of staff. They are led by the Chief Executive, to whom the departments of Concerts, Creative Learning, Marketing and Communications, Development and Finance report. See attached organisational chart for further information.

The Orchestra has several named artistic positions:

Maxim Emelyanychev Principal Conductor

Joseph Swensen Conductor Emeritus

Emmanuel Krivine Principal Guest Conductor

Gregory Batsleer Chorus Director

Anna Clyne Associate Composer

The Orchestra also enjoys fruitful relationships with world leaders in historically informed performance, contemporary music and other specialist repertoire. Regular visitors include conductors Andrew Manze, Richard Egarr, Sir James MacMillan, John Storgårds and François Leleux; violinist/director Pekka Kuusisto; pianist/directors Kristian Bezuidenhout.

SCO is the only one of Scotland's five National Performing Companies to be based in the capital city, Edinburgh. This is an exciting time to join the Orchestra following its hugely popular first digital Season of concerts, international acclaim for its recordings and performances with Maxim Emelyanychev and the development of its new home, The Dunard Centre.

4. Concerts Department

The Concerts Department organises and services all the SCO's concert-giving, touring and recording activity.

The Concerts team of six, led by the Concerts Director, includes the Concerts & Projects Manager, Orchestra Manager, Stage Manager, Orchestra Librarian and Chorus Manager. The Concerts Director is also a member of the senior management team of the SCO, participating in the formulation of wider strategy and policy for the Orchestra. Together, the team members including the Orchestra Librarian are responsible for the implementation and smooth operation of the orchestral schedule. They have close working relationships with venue partners, international festivals, travel agencies, artist agencies, visiting artists and publishers.

The Orchestra Librarian is primarily based in the Library, which is part of the Concerts suite of offices on the lower ground floor.

There is always a member of the Concerts team on duty at every concert and recording session. Concert and tour management is shared around all members of the department.

5. Purpose and Key Responsibilities of the Orchestra Librarian

The purpose of the Orchestra Librarian is to:

- Manage the SCO Library
- Co-ordinate the hire and preparation of music for all orchestral and SCO Chorus activity
- Support the Concerts Department in general administration, artist liaison / transportation and concert management
- Provide a welcoming and efficient point of contact for players, visiting artists and conductors
- Act as Duty Manager at approximately every 1 in 3 concerts (*see (7) – Working Hours*).

Key Responsibilities

The post is divided between Library work and other departmental work. The efficient running of the SCO Library is essential. Key responsibilities of this include:

- Buying/Hiring music for concerts and recording sessions; pre- and post-performance checking of all hired music, return to publishers and verification of publishers' invoices
- Checking information in Orchestra schedule to ensure scorings are correct
- Maintaining and updating Library records – inputting data, maintaining the digital music catalogue and updating records of music performed by SCO. (The Orchestra uses *Backstage* concert management software to run the Library and the schedule).
- Comprehensive preparation and bowing of scores and parts prior to first rehearsal to Conductor and Leader's satisfaction
- Making parts/copies of programmed repertoire available to conductors, playing members, extras, auditionees and trialists for private practice well ahead of schedule
- SCO Chorus – working together with the Chorus Manager, looking after the ordering/numbering/return of music materials as required.
- Keeping accurate records of any music sent out to conductors, soloists, players
- Liaising with composers and the Concerts Director regarding the delivery of new commissions
- Ensuring the timely securing of all relevant rights and permissions, in advance of any online musical content.

Primary Tasks

- The efficient working of the library: ensuring that parts are checked, accurate records kept and consistently well-prepared music is available in advance of first rehearsals.
- The maintenance of good working relationships and regular communication with SCO players and visiting conductors.
- Together with colleagues, the implementation and smooth operation of the Orchestra and Chorus schedule.

Additional Team Work

- Duty Management: attendance at some rehearsals/recording sessions/concerts to check music and players and look after conductor/soloists.
- Noise Monitoring: arranging rota for the wearing of players' sound badges; collecting, recording and disseminating data [this is on hold while social distancing is in place but will continue to be a priority for the future].
- Representing SCO at the National Performing Companies' Noise Group, 'Sound Advice'.
- Artist Liaison: transporting visiting artists, using the Concerts Department pool car (Skoda Superb Estate).
- Proof-Reading: of SCO materials such as concert programmes and brochures.
- SCO Salon Bookings: The postholder will manage all bookings for the SCO Salon (the rehearsal and meeting room within SCO offices) and be responsible for arranging/providing cover for bookings outside normal office hours, as well as arranging to have the piano tuned regularly, as required.
- Other departmental duties as required.

6. Candidate Profile

ESSENTIAL CHARACTERISTICS

- Enthusiasm for, and understanding of orchestral music to degree level or equivalent
- Full, clean driving licence
- Ability to work fast and accurately under pressure, often to specific deadlines
- Ability to anticipate major tasks well in advance
- IT skills, with good working experience of Microsoft Office and Sibelius
- Well organised and able to prioritise effectively
- Comprehensive knowledge of musical notation and part markings/bowings
- Literate and articulate, with excellent interpersonal and communication skills
- Attention to detail
- Calm and unflappable personality
- Able to work both on own initiative and as part of a team
- Able to maintain discretion, sensitivity and confidentiality
- Able to learn new skills and adapt to changing requirements
- Experienced and confident driver with full UK driving licence (pool car provided)
- Willingness to undertake some evening and weekend duties (See (7), *Working Hours*)

DESIRABLE SKILLS AND EXPERIENCE

- Relevant administration experience
- Experience of concert management, ideally with large-scale musical performance
- Working knowledge of a foreign language used in music
- Knowledge of *Backstage* orchestra management software (training will be given if necessary)
- Knowledge of copyright and the negotiating of rights (training will be given if necessary)

Communications and Working Relationships

The Librarian's line manager is the Concerts Director, to whom the post holder reports. S/he also works closely with the Orchestra Manager, Chorus Manager and Stage Manager, and with the Concerts & Projects Manager on artist liaison.

The Librarian has close working relations with all members of the SCO administration staff. S/he is in regular contact with the playing members of the orchestra (particularly the Leader and Section Principals) and with visiting conductors, particularly the Principal Conductor and any Featured Artists.

The Librarian is in regular contact with music publishers, composers and agents through correspondence and telephone calls. S/he also liaises with colleagues in other orchestra libraries via the UK Orchestra Librarians Group.

7. Summary of Terms and Conditions

The Scottish Chamber Orchestra is an equal opportunity organisation; we value diversity in our organisation and welcome applications from anyone with appropriate skills.

The SCO is an accredited Living Wage Employer.

Contract	Full-time permanent, starting ASAP.
Salary	The salary will be between £21,000-£23,000 per annum depending on skills, qualifications and experience.

Working Hours	Normal working hours are Monday to Friday 09:30 to 17:30, with one hour for lunch. However, you will be expected to work additional hours as necessary, including evening and weekend work, to serve the requirements of the company. It is expected that Duty Management at concerts may amount to no more than one evening per week averaged over the course of a year, but this is an estimate only. A TOIL system is in operation.
Holiday	25 Days plus 6 days public holidays, plus 3 days between Christmas and New Year.
Employee Benefits	Company Income Protection Insurance (aka Critical Illness Insurance) Company Life Assurance scheme Childcare vouchers Cycle to work scheme
Pension	NEST workplace pension scheme including 10% Employer contributions

8. Application Procedure

Please submit, by email, a CV and covering letter which explains why the post interests you and demonstrates how you have the range of relevant skills and experience as set out in the job description. Please include details of two referees, the Equal Opportunities Monitoring Form and a daytime telephone number or email address on which to contact you for possible interview arrangements. Referees will not be contacted prior to interview or without your permission.

Applications should be emailed to recruitment@sco.org.uk (please mark your email 'Orchestra Librarian – Confidential').

No recruitment consultants at this stage please.

9. Recruitment Timetable

Advertisement	Thursday 14 – Monday 31 January
Deadline for Applications	17:00 on Tuesday 2 February
Interviews	Online interviews during the week beginning 8 February

10. Further information and appendices – Administration Chart, SCO News, Equal Opportunities form. Season brochures available from <https://issuu.com/scomusic>

Website : www.sco.org.uk