

# Job Vacancy

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## Music Librarian

Department:	Music Library
Salary Range:	Circa £25,000 (dependent on experience)
Deadline for Applications:	Sunday 23 September 2018 (5.30 pm)
Interview:	TBC

## Our Mission

Welsh National Opera exists to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers. Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work. Building on our 70 year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

## Our Vision

We believe in the power of opera to transform lives.

### Our values are:

**Ambitious** – our over-riding ambition is to strive for uncompromising artistic quality. This zeal and commitment is manifest in everything we do.

**Intelligent** – Opera's blend of theatre, words, image and music represents one of Europe's highest artistic achievements. Our work is thoughtful, considered and underpinned by expert knowledge across all disciplines.

**Provocative** – as opera pioneers we are unafraid to challenge both the art form and our audiences. We will create moving, powerful experiences that are life-transforming. Always inquisitive, we are unafraid to take risks.

**Inclusive** - we promote a workplace culture where all can thrive. This diversity is reflected and celebrated in our people, audiences, skills and artistic output.

**Collaborative** – Opera is the most collaborative of art forms, and our output is created by talented teams working together. Beyond the company we work positively with our many partners to help them achieve their goals.

## Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the double bill of *Cavalleria rusticana* and *Pagliacci*. From those early days through to today, WNO has attracted some of the world's best opera singers, and indeed offers many young singers their first steps to international renown. Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Tomáš Hanus joined WNO as Music Director in August 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England. The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 120,000 people each year.

Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians

and administrators. It employs over 250 people and has a turnover of £16m. WNO is well poised to drive the next chapter of its exciting journey having recently appointed Mark Molyneux to the position of Chair of the Board and Leonora Thomson to the position of Managing Director. David Pountney, one of the world's most influential opera directors, joined WNO to lead the Company as Chief Executive in 2011 prior to becoming the Company's Artistic Director in December 2015. Starting with *Free Spirits* in spring 2013, David's programming centres around themed seasons which bring different but thematically-linked works together. Through these themed seasons WNO hopes to take audiences on a journey of discovery and introduce a new generation of opera lovers to this great art form along the way. Leonora works alongside David to execute strategy and build upon what is already regarded as a world-renowned organisation.

## About Cardiff – The Home of Welsh National Opera

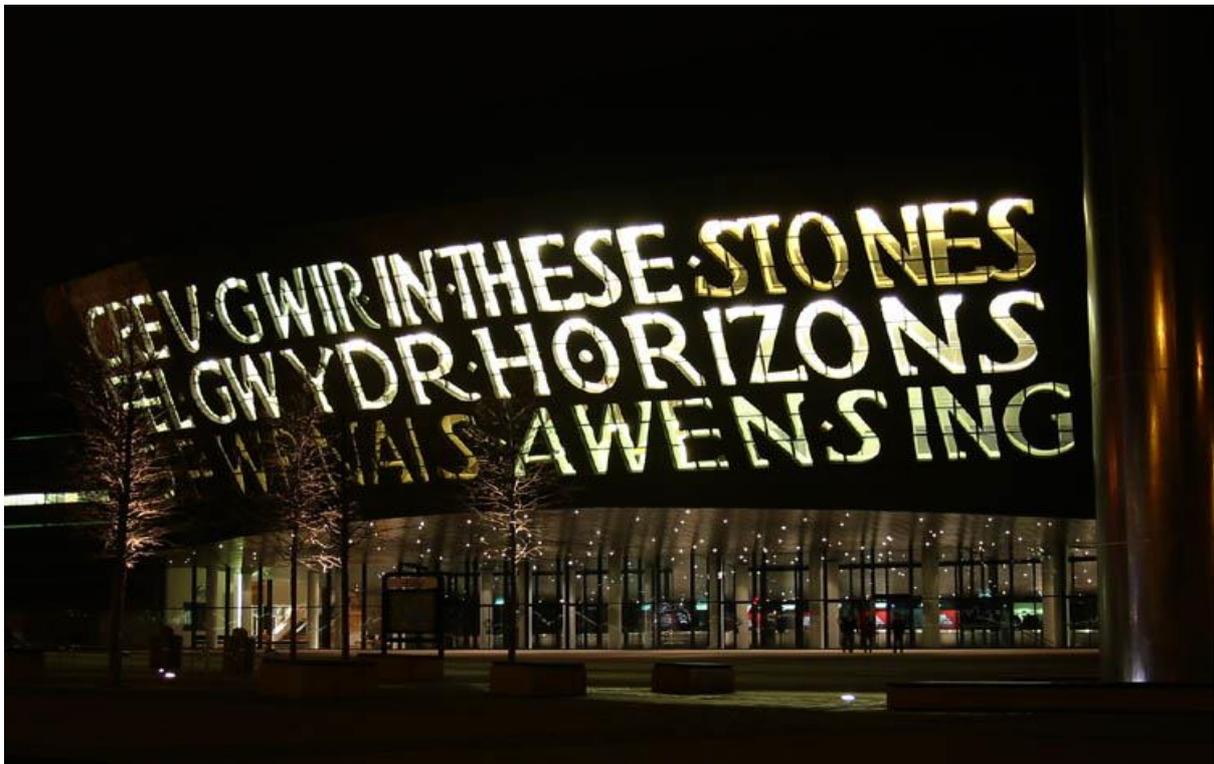
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

Cardiff is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern development, eclectic culture and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London.

Cardiff offers a startling range of unique attractions, top class entertainment and quality shopping with a difference and is easy to explore on foot with attractions such as the National Museum Cardiff, spectacular Cardiff Castle and the impressive Principality Stadium, all within the City Centre, while Cardiff Bay is a short hop away.

Cardiff is also a thriving hub for the arts and media in Wales and internationally and a flourishing film and TV industry. Many mainstream television programmes such as Torchwood, Merlin, Gavin and Stacey, Casualty, Sherlock, Upstairs Downstairs, The Hollow Crown Shakespeare series of plays and Pobl y Cwm are all being produced by BBC Wales and S4C, with Doctor Who attracting fans from across the globe. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* annual competition which draws a huge international audience of fans to the city as well as many arts and media students who chose to study at the Royal Welsh College of Music & Drama, Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Along with the innovative architecture of Cardiff City Centre with its historic buildings, Cardiff Bay offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone. At its heart is Wales Millennium Centre, the home of Welsh National Opera.



## **Job Description**

**Job title:** Music Librarian

**Responsible to:** Head of Music Library

### **Main purpose of job**

To prepare performance material for the Company, producing music material to the highest possible standards to service requirements.

### **Key accountabilities**

- Prepare orchestral material for Opera, Concerts, Gala events and Youth and Community Engagements to the highest possible standards; incorporating cuts, revisions and transpositions as required, photocopying, bowing, binding, making masters, and producing materials in-house where essential and practical.
- Prepare full, vocal and chorus scores as required for: Singers, orchestral musicians, stage management and production teams, music staff, management, surtitles, youth and community and development departments
- Provide accurate orchestrations as required and maintain accurate records of all performance material with relevant post performance details: versions, cuts, orchestrations, string strengths, chorus numbers employed etc
- Produce practice parts and prepare audition material as required.
- Respond to research queries from artists and public, providing advice as appropriate.
- To liaise closely with Head of Music Library where required with planning, and covering in absence.
- All other Music Library duties as reasonably required.

### **Health & Safety**

The post carries responsibility for Health & Safety issues at level 6 (see attached).

## **Person Specification**

### **Essential skills, knowledge and experience:**

- Previous professional Orchestral Librarian experience.
- Music Degree.
- Experience of orchestral playing.
- Ability to work alone and part of a team.
- Effective time management skills.
- Demonstrates a 'can do' and problem-solving attitude.
- Ability to work quickly and efficiently, often under pressure and working to deadlines.
- Neat presentation of work, accuracy and excellent eye for detail
- Knowledge of clefs and transpositions used in vocal and orchestral music.
- Flexible and adaptable in thinking and approach, able to plan and manage change.
- General office admin skills: photocopying, document binding, mailing, distribution.

### **Desirable skills, knowledge and experience:**

- Good knowledge of Opera and symphonic repertoire.
- Basic knowledge of German and Italian.
- Experience in using Sibelius Music notation software
- Understanding of Music Copyright laws

## **Employee Benefits**

### **Pension**

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

### **Maternity/ Paternity/ Adoption**

We offer a generous scheme which provides payments in addition to statutory provisions.

### **Childcare Vouchers**

The company operates a Childcare Voucher Scheme with Computershare. The scheme is a government approved, tax-efficient way of paying for childcare.

### **Corporate Leisure – Gym Membership**

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

### **Discounts**

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

### **Discounted Cinema Tickets from Cineworld**

Please contact HR for an access code.

### **Staff Parking Discount with Q Park**

We have a corporate rate with Q Park, Pierhead Street (opposite WMC).

## **Main Terms and Conditions**

- Salary Circa £25,000 per annum payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references that are satisfactory to the company.
- The appointment is subject to a probationary period of six months.
- Termination of engagement during the probationary period is by one months' notice on either side. Termination thereafter is by one months' notice on either side.
- Normal office hours are 9.30 to 5.30, Monday to Friday, with a 1-hour lunch break, but it should be understood the job involves regular work outside these hours and therefore there is a need to be flexible in working outside normal office hours and at weekends.
- Holiday entitlement is 25 days per annum (pro rata during first year of employment).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period (26 weeks qualifying period) is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

## **Health and Safety**

### **Individual Responsibilities**

All Employees

(Level 6)

**Every employed person, including Managers.**

### **Responsibilities**

All employees are responsible for:-

- The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.
- Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.
- Reporting promptly to the appropriate Manager potential or actual hazards and defects.
- Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.
- Knowing the correct action to be taken in the event of an accident, fire or other emergency.
- Co-operating with Management and other employees in meeting statutory requirements.
- Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.