



# WORK WITH US

## Music Librarian

### Recruitment Pack

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# About the London Symphony Orchestra



*The LSO with Sir Antonio Pappano on the Barbican stage*

The London Symphony Orchestra was established in 1904 as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO's reputation for uncompromising quality, and inspirational repertoire.

Today, the LSO is ranked among the world's top orchestras, with a family of artists that includes Chief Conductor Sir Antonio Pappano, Conductor Emeritus Sir Simon Rattle, Principal Guest Conductor Gianandrea Noseda and Associate Artists Barbara Hannigan and André J Thomas.

The LSO is Resident Orchestra at the Barbican in the City of London. The Orchestra reaches international audiences through touring and artistic residencies – in cities including Paris, Dortmund and Tokyo, at the Aix-en-Provence Festival, across Australasia and Latin America – and through digital partnerships and an extensive programme of live-streamed and on-demand online broadcasts.

Through a world-leading learning and community programme, LSO Discovery, the LSO connects people from all walks of life to the power of great music. Based at LSO St Luke's, the Orchestra's community and music education centre and a leading performance venue on Old Street, LSO Discovery's reach extends across East London, the UK and the world through both in-person and digital activity.

LSO musicians are at the heart of this unique programme, leading workshops, mentoring bright young talent,

performing at free concerts for the local community and using music to support adults with learning disabilities. LSO musicians also visit children's hospitals and lead training programmes for music teachers.

The ambition behind this work is simple: to share the transformative power of classical music with people who would not normally experience it. The impact is unrivalled, and every year, LSO Discovery reaches thousands of people of all ages.

In 1999, the LSO formed its own recording label, LSO Live, and revolutionised how live orchestral music is recorded, with over 150 recordings released so far. Overall, the LSO has made more recordings than any other orchestra. As a leading orchestra for film, the LSO has entertained millions with classic scores for Star Wars, Indiana Jones, The Shape of Water, and many more. The LSO also uses streaming services to reach a worldwide audience totalling millions of music lovers who listen online every month.

Through inspiring music, educational programmes and technological innovations, the LSO's reach extends far beyond the concert hall. Thanks to the generous support of The Corporation of the City of London, Arts Council England, corporate supporters and individual donors, the LSO is able to continue sharing extraordinary music with as many people as possible, across London and the world.

# About the role



*Young musicians performing on-stage at BMW Classics in Trafalgar Square*

## Job title

Music Librarian

## Salary

£32,000 to £37,000, depending on experience.

## Location

The LSO Library is based at LSO St Luke's and the Barbican Centre, with additional storage at the LSO Warehouse at Tottenham Hale. The position will involve working at multiple locations as required by the orchestra schedule.

## Probationary Period

6 months

## Notice Period

3 months

## Hours

37.5 hours per week. These hours will frequently include working at weekends and evenings to cover orchestral rehearsals, recording work and concerts. The role is required to tour with the orchestra within the UK and internationally. Additional hours to be worked as required, for which overtime is not paid. The hours and days to be worked will be agreed with the Senior Librarian upon issue of each Booking Schedule. There may be changes to these agreed hours if needed.

## Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Membership of company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.
- 5% employer contributions and 2% employee contributions after 1 year's employment.

Cycle-to-Work scheme.

Employee Assistance programme.

Private Medical Cover (upon 1 years' service)

Income Protection (upon 1 years' service)

Free tickets to LSO concerts at the Barbican and Lunchtime Concerts at LSO St Luke's (subject to availability).

## About the Role cont.



*Ayanna Witter-Johnson performing at the Barbican*



*A Lunchtime Concert at LSO St Luke's*

The Concerts Department, headed by the Planning Director, carries out all the detailed planning, scheduling and logistics for the LSO's work both at home and abroad, and provides backstage, transport and library support.

Reporting to the Senior Librarian, the Music Librarian assists in maintaining the LSO's extensive music library and ensuring that the Orchestra is supplied in good time with the correct and fully prepared music. They are responsible for the provision and organisation of music when attending any rehearsal, concert or recording session. The successful person will communicate efficiently with colleagues, agents and promoters in planning and providing accurate information about the music. This is a permanent, full-time role which involves a varied schedule, including evenings, weekends and touring.

### Key Responsibilities

- To assist with the hire, purchase and preparation of all aspects of music material required by the LSO schedule and LSO orchestra members under the direction of the Senior Librarian. To ensure concert repertoire is available at least six weeks prior to the first rehearsal and to deal with requests for practice parts and scores.
- To communicate to the Personnel Managers and Concerts Department any issues relating to the orchestration requirements for current and future programmes. To check all orchestrations provided for the Booking Schedule and Advance Schedule to ensure accuracy.
- To pad up the orchestral parts for concerts and recording sessions and to pack the music trunk for tours and to liaise with the Stage and Transport team to ensure that the trunk is transported to all LSO work outside the Barbican Centre.
- To ensure the music is collected and returned to the publisher at the appropriate time, to ensure that all LSO-owned music is checked after use, and to assist with maintaining the internal library databases ensuring that the information is accurate and up to date.
- To attend any rehearsals and concerts (both at the Barbican and other venues), as required by and agreed with the Senior Librarian, as the sole representative of the library. To arrive at least 45 minutes before each call to set out the music for the orchestra and liaise with the LSO Backstage team to ensure the smooth running of the rehearsal/concert/session.
- To tour with the orchestra, as required and agreed with the Senior Librarian, both fulfilling library duties and assisting, if required, with the work of other touring departments.
- To prepare, in discussion with the LSO members, any audition material required for orchestra position vacancies.

- To liaise with the LSO's Discovery Department to provide information and material as required for education concerts and other projects.

#### **Other**

- Assist with the day-to-day running and administration of the LSO Music Library.
- Respond to emails and phone messages promptly.
- General and ongoing organisation and maintenance of the library stock.
- Carry out any other duties that may be reasonably required.

*This is a guide for the responsibilities your role will include. You may be asked to fulfil other responsibilities that are reasonable and suited to you and your skills. These will be discussed with you.*

# About You



*LSO Brass at St Paul's Cathedral*



*LSO East London Academy young musicians*

**We are looking for someone with the following skills and experience:**

## **Essential:**

- Possession of a university degree in music or equivalent study of composition or instrument.
- At least one year of relevant experience, preferably in a position working closely with performing musicians.
- Practical experience of playing in an orchestra (at any level), comprehensive knowledge of orchestral repertoire and the ability to judge practical performance/instrument requirements from orchestral scores.
- Secure handwritten music-copying skills and ability to use Sibelius (and, ideally, Dorico) music software is required.
- Able to work methodically with great attention to detail.
- Excellent organisational, administrative, communication and interpersonal skills.

## **Desirable:**

- Confident ability to provide swift and independent solutions to problems that arise in rehearsals/concerts.
- Knowledge of the process of sourcing and preparing material for the orchestra.
- Highly motivated and able to manage and prioritise a workload with multiple demands and changing deadlines.
- Ability to use personal initiative to identify where extra hours are needed to complete tasks to a set deadline.
- Proficiency with general office software and the ability to learn new programmes quickly (such as the LSO database).
- Ability to function effectively as part of a close-knit team.

# How to Apply

The closing date for applications is **Wednesday 30<sup>th</sup> September 2026**.

## Application Form

If you would like to apply for this role, please visit [lso.co.uk/jobs](https://lso.co.uk/jobs), where you will be asked to complete our application form and equal opportunities form.

Please ensure you address the essential skills as part of your application.

If you are unable to complete the application form, please contact [oli.mcginnes@lso.co.uk](mailto:oli.mcginnes@lso.co.uk) for assistance.  
If you have any questions about this role, please contact [iryna.goode@lso.co.uk](mailto:iryna.goode@lso.co.uk)

## Example of music preparation

Using the extract **at the end of this booklet**, please prepare a part containing the first 20 bars for violin 2 & violin 4. The prepared part should allow a single desk of violins to play both parts, including as much detail as you think is required for a performance. You may either hand-write or use music notation software of your choice. The submission should be a single PDF or image file, not a native format file.

Please upload the file to the relevant section of the application form.

**Please note that both parts of the application process (application form and music preparation example) must be submitted before the application deadline in order for your application to be considered.**

## Interviews

First interviews will take place online during week commencing 6th October 2026, with second stage at the LSO's offices at the Barbican Centre week commencing 12th October. The second stage will include a short written test.

As an equal opportunities' employer, the LSO is committed to creating a workplace where everyone is treated fairly, with dignity and respect. We welcome suitably qualified candidates of all backgrounds and are committed to ensuring that no applicant or employee is treated less favourably because of age, disability, sex, sexual orientation, pregnancy or maternity, race, religion or belief, gender identity, or marital or civil partnership status. We believe that a diverse and inclusive workforce strengthens our organisation and the work we do.

The organisation will provide assistance to disabled applicants requiring reasonable adjustments during the recruitment and appointment process. Please contact [oli.mcginnes@lso.co.uk](mailto:oli.mcginnes@lso.co.uk) if you require any adjustments during the job application process.

## III.

Adagio,  $\text{♩}$  ca 66

allarg. - - - al -

5

Timp.  $\text{4}$  *mf* *rubato* *mf* *dim.*

Xyl.  $\text{4}$  *mf* *p*

Vlc. 1.  $\text{4}$  *pp*

Cb. 1.  $\text{4}$  *pp*

Adagio molto,  $\text{♩}$  ca 40

Timp. *pp* *mf* *p*

Xyl. *mf*  $\text{3}$

Vle. 1. *p*

Vlc. 1. *pp*

Cb. 1. *pp*

10

Timp. *pp* *pp*

Xyl. *mf*

Viol. 2. *p*

Vle. 1. *p*

Vlc. 1. *pp*

Cb. 1. *pp*

lento - - - - - a tempo

lento \_ \_ \_ \_ \_ a tempo

Timp. *dim.* *p*  
 Xyl. *mf* *p*  
 Viol. 1. *dim.* *p*  
 Viol. 2. *dim.* *p*  
 Vle. 1. *dim.* *p*  
 Vlc. 1. *dim.*  
 Cb. 1. *pp*  
 Viol. 3. *dim.* *p*  
 Viol. 4. *p*  
 Vle. 2. *dim.* *p*  
 Vlc. 2. *dim.* *p*  
 Cb. 2. *pp* *sul pont.*

Ⓐ  
20 Più andante, ♩ cu 56

Gr.Cassa *pp*

Tam-tam *pp*

Timp. *tr* *p*

Xyl. *mf* *p*

Cel. *mf, espr.*

Pf. *p*

Viol. 1. *con sord.* *pp* *2 Soli* *p, espr.*

Viol. 2. div. *pp*

Vle. 1. *p*

Vlc. 1. *p* *ord.*

Cb. 1. *ord.*

Viol. 3. *div. con sord.* *pp* *tr* *b*

Viol. 4. *div. con sord.* *pp* *tr* *b*

Vc. 2. *ord.* *pp*

Cb. 2. *ord.* *pp*