



CHIPPING NORTON CHORAL SOCIETY

JOB SPECIFICATION – LIBRARIAN

RESPONSIBLE TO: *Chairperson and Musical Director*

RESPONSIBLE FOR: *The effective and timely administration of all relevant scores for specific performances and the distribution, recovery and return of all hired material*

MAIN TASKS:

1. Discussing the repertoire and edition[s] with the Musical Director in an appropriately timed framework
2. Hiring scores [including orchestral if appropriate] from Oxford Music Library [OML]
3. Handling all administrative tasks with and through OML to include registering, ordering and liaising with the Treasurer
4. Ordering purchased copies from relevant suppliers taking note of possible 'sale or return' options
5. Liaising with members as to the requirement for hiring/purchasing scores
6. Confirming with members the costs of hiring/purchasing scores
7. Liaising with Chipping Norton Library in terms of administrative paperwork, the collection of scores and the final return of all scores
8. Checking, prior to first rehearsal, the numbering of scores for distribution and confirming any possible price changes to members
9. Administering the distribution of hired and purchased scores to include the relevant copy number to a member and the receipt of all monies from hired and purchased copies, forwarding all monies to the Treasurer as appropriate
10. Ensuring all hired copies are collected and returned at the end of each concert and liaising with members in relation to any unreturned items