

# Music Librarian Fixed Term Contract (Maternity Cover) NCO Job Recruitment Pack



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# 1. About National Children's Orchestras

## Purpose

Our purpose is to champion the life-changing power of music.

## Mission

Together, we are using the power of music to create a supportive community that enriches lives.

We empower children to uncover the joy of orchestral music, unleash their creativity, realise their ambitions and embrace a future filled with endless possibilities. The confidence, resilience and teamwork learned through music become skills for life, wherever each young musician's journey takes them.

National Children's Orchestras (NCO) was founded in 1978 by Vivienne Price MBE who recognised a lack of provision for younger aged musicians to engage with orchestral music. NCO set out to provide opportunities for children aged 8-14 to discover the joy of orchestral playing at the highest level, during a period of their lives when many give up their music as they transition to secondary school. Fast forward 48 years, there are approximately 24,000 NCO alumni, many of whom are professional musicians and music teachers across the globe.

Today, nearly 2000 children aged 8-14 connect with NCO each year. They take part through:

- Auditioned orchestral weeks and weekends
- Non-auditioned workshops
- Activities with schools and hubs
- Free tickets to concerts

The next few years will be defined by a significant expansion of free, non-auditioned activities and initiatives, increasing NCO's reach and impact by enabling thousands more children to play together, to be creative and to embrace the possibilities that music can offer them.



**Our values** influence everything we do and how we do it.

**We believe no *dream* is too big.**

When we're free to dream, explore, create and play, the world opens up. In music and in life, dream big – you never know what incredible things you'll discover along the way.

**Dare to Dream**



**We believe orchestral music shapes  
*skills and hearts.***

Orchestral music is a wondrous world that nurtures empathy, resilience, and the courage to face whatever life throws our way. It builds strength of spirit, deepening connections to ourselves and the world around us.

**Strength of spirit**



**We believe everyone has their own  
*brilliance.***

Everyone has a unique potential waiting to shine. In a supportive, inclusive environment, we can discover our own brilliance, find our voice, and grow with confidence and creativity.

**Every Voice Matters**



**We believe in the power of  
*community.***

Our power lies in our unity; we grow together, support each other, and become something greater as one.


**The Power of Us**



**Play together. Be unstoppable.**

## 2. Our commitments

### Our commitments to our administrative team include:

- A professional development plan for each employee that includes training, support and mentoring and can lead to progression within the organisation
  - Employee Health Plan
  - Real Living Wage Employer
  - Networking opportunities within Bristol and the music/wider arts sector
  - Two team away-days each year when no one does any work!
  - A light, fully accessible and modern office in Bristol's creative quarter, Paintworks, managed by Ethical Property with friendly neighbours also working in charities and organisations that make life better
  - Empathetic arrangements for hybrid working that enable staff to manage their work/life balance and provide parents/carers, or people with disabilities, with the flexibility they need
  - Annual leave allowance - full time employees have 31 days' leave annually inclusive of bank holidays. Annual leave will be pro rata to working days for this part time role, plus working days between Christmas and New Year.
  - Pension Scheme
  - A rota for car parking and secure bike storage on site
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- A decorative graphic at the bottom of the page consists of several overlapping, curved bands in shades of blue, orange, and purple, creating a dynamic, abstract shape.

## 3. About the role

### **Music Librarian – Fixed Term Contract (Maternity Cover)**

**Location:** NCO is based at Streamline, Paintworks, Bristol BS4 3AS. We are happy to consider candidates based outside Bristol/South West who can work remotely and at least 1 day a week in Bristol.

**Salary Band:** £32,000–35,000 / Pension Scheme / Full time employees have 31 days' leave annually inclusive of bank holidays - annual leave allowance will be pro rata to working days).

**Contract:** Fixed Term Contract for Maternity Cover. Part Time, 3 days per week.

**Reports to:** Programme and Orchestras Director.

**Role to start:** Monday 17<sup>th</sup> August ideally, otherwise Monday 24<sup>th</sup> August.

### **Scope**

The Programme and Orchestras team is responsible for the planning and delivery of all NCO activity: Weeks, Weekends, Days, our extensive auditions process and new Wider Access and Partnerships activities. We are recruiting for a Music Librarian on a Fixed Term Contract (Maternity Cover) who will manage NCO's Music Library by maintaining all owned material and making arrangements for hired material.

They will work with conductors, Music Tutors, composers and arrangers to ensure music is suitable for NCO young musicians, and to create prep and practice parts and upload to MyNCO, our website for NCO young musicians. They will prepare, clean, and circulate scores and parts for all NCO activity.

You can find out more about key responsibilities on the next page.



## Key Responsibilities

- To maintain and update an inventory of all owned material, ensuring that all music is in good condition and clearly logged on the system.
- To manage all negotiations and correspondence with publishers regarding purchased and hired material, processing all invoices through NCO's finance system to ensure prompt payment as well as safe return of cleaned hired material.
- To assist the Artistic Planning Director, Engagement Director and Programme and Orchestras Director in preparing artistic programmes for all NCO activities.
- To create an annual budget based on artistic programmes each year with the Programme and Orchestras Director, and take responsibility for budget management throughout each year, including accurate and regular reforecasting.
- To create orchestration lists of all programmes, denoting instrument requirements and liaising with Music Tutors and NCO families via the Programme and Orchestras and Communications teams to ensure that the necessary ancillary NCO instruments (eg. Cor Anglais, bass clarinet) are correctly available.
- To prepare all orchestral material including checking and adding bowings and markings, scanning and duplicating material (when applicable) and cleaning parts at the end of each project.
- To pad and pack up orchestral sets for all NCO activities, co-ordinating with the Programme and Orchestras and Engagement Teams.
- To attend the first day of each Orchestral Week to oversee and trouble-shoot the music library function.
- To attend other NCO ensemble activity including Weekends, Days and other Engagement projects as agreed with the Programme and Orchestras Director.
- To duplicate and circulate scores (when applicable) to all conductors and Music Tutors for all NCO activities.
- To work with Music Tutors to create Prep & Practice parts, ensuring these documents match the set of parts that will be used at activity and upload to website in a timely fashion.
- To liaise with the Programme & Orchestras Team and Artistic Planning Director to create any materials required for auditions eg. orchestral excerpts.
- Maintain flight cases and music folders.

## **4. Who we are looking for**

### **Someone with the following:**

- Passion for the transformative power of orchestral music making for all young people.
- An ability to think creatively, be innovative and take initiative.
- Interest and enthusiasm for working with children, young people and musicians.
- Proven ability to work effectively under pressure with professionalism and good humour.
- Demonstrable knowledge and understanding of orchestral music.
- Experience working as an Orchestral Music Librarian.
- An understanding of and commitment to promoting equity, diversity and inclusion in all NCO's work.
- An understanding of safeguarding concerns for organisations working with children and young people.
- The ability to work collaboratively and communicate effectively with a wide range of stakeholders.
- Exceptional organisational and administrative skills with an ability to create and maintain effective processes.
- Experience of using standard Microsoft IT packages (Excel, Word etc.), using Music Software such as Sibelius, and experience of working with a range of operational systems (CRM systems, websites, databases, applications, digital platforms e.g. Zoom etc.).

### **You may also have:**

- Experience of working with sensitive data and knowledge of GDPR.
- Experience of working with CRM databases.
- First Aid training.
- Full driving licence.



## 5. Safeguarding

NCO is committed to safeguarding and protecting the children in our programme. We ensure that our organisation has a range of policies and procedures in place so that we can do everything possible to safeguard our members. Applicants should possess relevant enhanced DBS documentation or be willing to undergo a new check with NCO.

[You can read NCO's Safeguarding Policy on our website.](#)

## 6. Equity, Diversity & Inclusion

You can read [NCO's Equality Statement on our website.](#)

We are committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

[Please fill in this anonymous equal opportunities form before completing your application.](#)



## 7. How to Apply

[All applications must be submitted using this application form.](#)

You can find the application questions listed below to allow you to prepare them in advance, but you do need to complete the form to apply for the role. You will also need to supply the names and contact details for two references.

- 1. In place of a cover letter, please use this space to tell us a bit more about why you want to work at NCO and what attracts you to this role (500 words max.)*
- 2. Please refer to the 'Key Responsibilities' and tell us how your skills and experience meet the responsibilities outlined (500 words max.)*
- 3. Please refer to the 'We are looking' for section and provide evidence of how your personal attributes, skills and experience meet the criteria. (500 words max.)*
- 4. Please use this space to succinctly list your work experience and education history in chronological order.*
- 5. Please detail your relevant qualifications and any other training you have undertaken.*
- 6. If you have any gaps in your work experience or education and would like to let us know, you can tell us about them here or at interview. (optional)*

If you would like to talk to us about this role before you apply, please email Tammy Daly (Programme and Orchestras Director) [t.daly@nco.org.uk](mailto:t.daly@nco.org.uk).

Deadline: **Monday 6<sup>th</sup> July, 9am**

First Round Interviews: **Monday 13<sup>th</sup> and Wednesday 15<sup>th</sup> July**, in person in Bristol

Second Round Interviews (if needed) **tbc**