

MUSIC LIBRARY MANAGER

DEPARTMENT: Artistic (Library)

REPORTS TO: Director, Artistic Planning

DIRECT REPORTS: Music Librarian, Casual Library Assistants

ROLE

The Music Library Manager oversees the ASO's Music Library and its staff, ensuring timely and cost-effective acquisition of all music materials required for performances, programs and ASO orchestral activities. This role is responsible for providing comprehensive music library services to musicians, staff, artists, conductors, and external stakeholders, including the management of necessary rights and licences.

RELATIONSHIPS

The role maintains a range of collaborative working relationships, both internally and externally. Internally, the Music Library Manager reports to the Director, Artistic Planning and will work closely with the Artistic and Orchestral Management, Production teams and musicians. The Music Library Manager will manage the Orchestral Librarian, and Casual Library Assistants. Externally, the role liaises with music libraries and publishing organisations, such as Symphony Services, MOLA, and One Music/APRA. Additionally, the role will maintain relationships with ASO presentation partners (e.g. The Australian Ballet, State Opera and Adelaide Festival of Arts) and work closely with ASO staff and guest conductors, soloists and their agents, as well as composers and arrangers.

SPECIAL REQUIREMENTS

- Morning, evening and weekend work is required due to attendance at orchestral rehearsals, concerts and activities plus the involvement in the transportation and setting up of equipment and/or distribution of all performing materials (orchestral parts and scores).
- Ability to travel (mainly within SA, however outside SA and internationally as required).
- Ability to participate in the lifting and movement of trunks containing printed music.
- Prior to commencing employment, the preferred candidate is required to have satisfactorily met the requirements of a Working with Children Check.

PERSON SPECIFICATION

Detailed below are the qualifications, experience, knowledge, skills, and abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

Essential Criteria

- Experience in managing an orchestral or music library, or similar environment.
- Excellent knowledge of the orchestral repertoire.
- Score-reading ability plus extensive knowledge of clefs, notation, instrumentation, transposition and orchestration.
- Experience of, and fluency in, orchestral planning software and notational software tools (e.g. Arts Vision, OPAS, Sibelius).
- Tertiary qualification in Music or a role-related field OR equivalent demonstrable equivalent knowledge, experience, and skills.
- Highly organised, with strong analytical and planning skills and highly developed attention to detail.
- Excellent organisation skills. Ability to forward plan, manage competing priorities accordingly and meet delivery deadlines.
- Excellent interpersonal and communication skills, including the ability to effectively liaise with a wide variety of stakeholders and to solve problems calmly, constructively and sensitively.
- Ability to produce detailed budgets and schedules.
- Ability to manage teams and allocate resources to deliver on plans, within agreed upon timeframes and budgets.
- Ability to work collaboratively across departments to achieve shared organisational goals.

Desirable

- Experience developing operational plans/leading projects that deliver strategic outcomes.
- Skills in building internal and external relationships, providing feedback, and ensuring team accountability.
- Orchestral playing experience is an advantage.

POSITION INFORMATION:

This position is being offered full-time (1FTE) on a permanent basis with a salary range of \$80,000-\$87,000. Copies of the position description are available upon request via employment@aso.com.au.

HOW TO APPLY:

Qualified candidates are encouraged to submit a current Cover Letter and CV in one PDF document, outlining your suitability, to the attention of Rachel Grant, People and Culture Manager. Please note that applications submitted without a Cover Letter will not be considered. Applications or queries can be submitted via email to Rachel at employment@aso.com.au.

[Applications will close at 5pm on Sunday 12 October 2025.](#)

Interviews will commence as applications are received.

The ASO invites applications from all qualified candidates with current working rights in Australia.