



SCOTTISH CHAMBER ORCHESTRA

LIBRARIAN: APRIL 2025

CANDIDATE INFORMATION PACK

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1. Welcome from the Chief Executive

Dear Candidate,

Thank you very much for your interest in the role of Librarian at the Scottish Chamber Orchestra. Having celebrated our 50th Anniversary last year, and as we look towards the building of our new home – the Dunard Centre – in the heart of Edinburgh, this is an exciting and significant time to be joining us.

The internationally celebrated Scottish Chamber Orchestra is one of Scotland's National Performing Companies and plays a major role in the cultural life of this country. Shortlisted for the Royal Philharmonic Society *Ensemble Award* in 2025, the Orchestra is made up of an exceptional group of highly talented and creative musicians, each one committed to transforming and enhancing lives and communities throughout Scotland and beyond through the power of inspirational music-making.

Our regular and extensive performance and touring schedule is enhanced by a diverse Creative Learning programme which sees musicians engaging directly with a broad range of people from nursery, primary and secondary schools, to community centres, hospitals and care homes. Our five-year residency in Edinburgh's Craigmillar community is a particular focus and highlight of our current work.

The Scottish Chamber Orchestra enjoys significant financial support from the Scottish Government and City of Edinburgh Council, Trusts and Foundations, Corporate Partners and a wide range of generous individuals. In response to COVID-19 and restrictions on live performances, the Orchestra presented an extensive season of orchestral concerts and workshops online.

As we look to the future, we are ambitious to do more. We are particularly excited by the extraordinary opportunities that our prospective new Edinburgh home, the Dunard Centre, will offer us as we seek to increase engagement with many more people from across Edinburgh, Scotland and beyond, both on and off the concert platform.

The Scottish Chamber Orchestra is an equal opportunities employer committed to finding the very best candidate for this position. We aim to create an equal and fair recruitment process open to all. Accessible and welcoming to all the diverse communities and partners we engage with, applicants will receive equal treatment irrespective of age, sex, sexual orientation, gender reassignment, race, religion or belief, marital status, disability or pregnancy/maternity.

We look forward to hearing from you and discussing this role in more depth.

With best wishes,

A handwritten signature in black ink, appearing to read 'G. Reid', written in a cursive style.

Gavin Reid
Chief Executive

2. About the Scottish Chamber Orchestra

The **Scottish Chamber Orchestra** (SCO) is one of Scotland's five National Performing Companies and has been a galvanising force in Scotland's music scene since its inception in 1974. The SCO believes that access to world-class music is not a luxury but something that everyone should have the opportunity to participate in, helping individuals and communities everywhere to thrive.

Funded by the Scottish Government, City of Edinburgh Council and a community of philanthropic supporters, the SCO has an international reputation for exceptional, idiomatic performances ranging from mainstream classical music to newly commissioned works and cross-art form collaborations. Each year its wide-ranging programme of work is presented across the length and breadth of Scotland, overseas and online.

Equally at home on and off the concert stage, each one of the SCO's highly talented and creative musicians, staff and Board members is passionate about transforming and enhancing lives through the power of music. The SCO's Creative Learning programme engages people of all ages and backgrounds with a broad range of projects, concerts, participatory workshops, and resources. The SCO's current five-year Residency in Edinburgh's Craigmillar builds on the area's extraordinary history of Community Arts, connecting the local community with a national cultural resource.

An exciting new chapter for the SCO began in September 2019 with the arrival of dynamic young conductor Maxim Emelyanychev as the Orchestra's Principal Conductor. His tenure has recently been extended until 2028.

Together, the SCO and Emelyanychev have released three critically acclaimed albums on Linn Records. The first – Schubert's Symphony No 9 in C major 'The Great' – is the first symphony Emelyanychev performed with the Orchestra in March 2018. Their thrilling second album of Mendelssohn symphonies, was released in 2023 and was nominated in the Orchestral category for the Preis der Deutschen Schallplattenkritik for the first quarter of 2024. A further Schubert album, including Symphonies 5 and 8 'Unfinished' was released last year.

The SCO has long-standing associations with many leading collaborators in historically-informed performance, contemporary music and other specialist repertoire. Regular visitors include Principal Guest Conductor Andrew Manze, Pekka Kuusisto, Lorenza Borrani, Nicola Benedetti, Colin Currie, Isabelle van Keulen, Anthony Marwood, Richard Egarr, Rachel Podger, Mark Wigglesworth and François Leleux.

The SCO Chorus [Director: Gregory Batsleer] is an auditioned amateur group which has built a reputation as one of Scotland's most vibrant and versatile choirs. As the SCO's resident chorus, it works with many of the Orchestra's visiting conductors. The Chorus also appears on its own outside the main Season, both in a *capella* repertoire and in adventurous collaborations with a range of artistic partners.

The Orchestra encourages the creation and performance of new music; its current Associate Composer is **Jay Capperault**. The SCO enjoys close relationships with many other leading composers and has commissioned around 200 new works, including pieces by Sir James MacMillan, Anna Clyne, Sally Beamish, Martin Suckling, Judith Weir, Nico Muhly, Einjuhani Rautavaara, Errollyn Wallen, Karin Rehnqvist, Karine Polwart, Mark-Anthony Turnage, George Benjamin, and the late Peter Maxwell Davies.

3. Structure and Background

Overseen by a non-executive Board of Directors, the management team of the SCO consists of 22 full-time and 5 part-time members of staff. They are led by the Chief Executive, to whom the departments of Concerts, Creative Learning, Marketing & Communications, Development and Finance & Administration report. See attached organisation chart for further information.

The Orchestra has several named artistic positions:

Maxim Emelyanychev Principal Conductor

Andrew Manze Principal Guest Conductor

Joseph Swensen Conductor Emeritus

Gregory Batsleer Chorus Director

Jay Capperault Associate Composer

The offices of the SCO are in Edinburgh. The SCO is the only one of Scotland's five National Performing Companies to be based in the capital city.

4. The Concerts Department

The Concerts Department plans, organises and produces all the SCO's concert-giving, touring and recording activity.

Together, the team members including the Orchestra Librarian are responsible for the implementation and smooth operation of the orchestral schedule. They have close working relationships with venue partners, international festivals, travel agencies, artist agencies, visiting artists and publishers.

The Concerts Department is a team of 7 including the Concerts Director, Concerts & Projects Manager, Concerts & Projects Producer (p/t), Orchestra Manager, Stage Manager, Orchestra Librarian, and Chorus Manager (p/t). The SCO Concerts Director leads the department and is also a member of the Senior Management Team, participating in the formulation of wider strategy and policy for the Orchestra.

There is always a member of the Concerts team on duty at every concert and recording session. Concert and tour management is shared around all members of the department.

The shape of the concert-giving year is as follows:

WINTER SEASON

From late September to mid-May, the SCO's Winter Season provides around 23 weeks of own-promoted concerts throughout Scotland, typically with two or three concerts each week – at least 60 concerts in total. These take place weekly in Edinburgh and Glasgow with additional concerts in Aberdeen, Inverness, Dumfries, Ayr, St Andrews, and Perth. Touring, recording, Family Festival, New Year 'Viennese' concerts and outside engagements eg at Celtic Connections festival in Glasgow each January, may also fall within this period.

SUMMER AND NON-SEASON

Scottish Summer Touring

From mid-May to the end of September, there is a core of 10-12 weeks' work. During the summer months, the SCO undertakes five to six weeks of Scottish regional touring to small towns and villages, including remote areas in the Highlands and Islands; these tours are core-funded by the Scottish Government.

Festivals and Overseas Touring

The SCO is one of Scotland's foremost cultural ambassadors, in demand throughout the world. International touring activities are supported by the Scottish Government. Most recently, the Orchestra toured Europe in May 2024, and further European trips are planned in May and September 2025. In the UK, the Orchestra regularly appears at the Edinburgh International Festival, the BBC Proms and East Neuk and Lammermuir Festivals.

Immerse: late September (immediately before the new Season)

Immerse is an orchestral concert experience for upper secondary pupils which is part of the SCO's Creative Learning programme. *Immerse* concerts involve the whole Orchestra and a presenter and are designed to enhance students' understanding of musical concepts used in the featured repertoire. Our current project, running for three years from 2023, is built around the theme of synaesthesia, featuring *The Origin of Colour* by SCO Associate Composer Jay Capperauld.

Creative Learning

The SCO is widely regarded as a leading innovator in the field of orchestral engagement and participation. Reaching over 10,000 people each year, right across Scotland, the Orchestra's Creative Learning programme gives people of all ages and backgrounds opportunities to participate in, create and enjoy music and music making. Current projects include a major five-year community residency in Craigmillar, Edinburgh; our *ReConnect* programme for people living with Dementia; *Immerse* and *SCO Academies* for secondary school pupils; and *SCO Family Festival*.

Recording and Digital

The Orchestra has a special relationship with Linn Records and has been making recordings in partnership since 2002. We are currently making one album every one to two years. Digital projects are also now a regular feature of the SCO's output.

Fundraising

The SCO's Development team holds a range of events throughout the year, with the aim of bringing our musicians closer to current and prospective major donors. These often involve our Principal Conductor and principal players.

The Librarian plays an important role in providing music materials for all the above events.

5. Purpose and Key Responsibilities

To contribute to the SCO's vision of being universally recognised as a dynamic and inspirational chamber orchestra – open, accessible and inclusive, easy to engage with, confident, innovative, contemporary and courageous, achieving the highest levels of excellence in everything we do.

The Orchestra Librarian reports to the Concerts Director and will primarily be based in our in-house Library within the Concerts Department, although there is scope for some hybrid working.

There is always at least one member of the Concerts team on duty at every rehearsal, concert and recording session and the Librarian is expected to be part of that rota. Duty management of Season concerts and Scottish summer tours is shared around the Concerts team.

The Librarian will:

- Provide first-class professional library and support services to the Company and a welcoming, efficient point of contact for players, visiting artists and conductors.
- Support the Concerts Department in general administration, artist liaison / transportation and concert management
- Lead on Noise Monitoring

Key Responsibilities

- The efficient working of the library: ensuring that parts are checked, accurate records kept and consistently well-prepared music is available in advance of first rehearsals.
- Maintaining good working relationships and regular communication with SCO players and visiting conductors/artists.
- Buying/Hiring music for concerts and recording sessions and some Creative Learning projects; pre- and post-performance checking of all hired music, return to publishers and verification of publishers' invoices
- Checking information in Orchestra schedule to ensure scorings are correct
- Maintaining and updating Library records – inputting data, maintaining the digital music catalogue and updating records of music performed by SCO. (The Orchestra uses *Backstage* concert management software to run the Library and the schedule).
- Comprehensive preparation and bowing of scores and parts prior to first rehearsal to Conductor and Leader's satisfaction
- Making parts/copies of programmed repertoire available to conductors, playing members, extras, auditionees and trialists for private practice well ahead of schedule
- Working together with the Chorus Manager: Providing music materials for SCO Chorus – ordering/numbering/return of music materials as required.
- Keeping accurate records of any music loaned to conductors, soloists, players
- New commissions: Liaising with composers and the Concerts Director regarding contracts and delivery
- Digital: Ensuring the timely securing of all relevant rights and permissions, in advance of any musical content going online.
- Noise at Work: Working together with the SCO's Health & Safety Consultant, lead for the Concerts Department on Noise Risk H&S, ensuring compliance with Noise at Work regulations.

Additional Team Work

- Noise Monitoring: arrange rota for the wearing of players' sound badges; collecting, recording and disseminating data.
- Represent SCO at the National Performing Companies' Noise Group, 'Sound Advice'.
- Duty Management: attend at some rehearsals/recording sessions/concerts to check music and players and look after conductor/soloists.
- Artist Liaison: including transporting visiting artists around Scotland using the Concerts Department pool car, a manual Skoda Estate (maximum once per week; duties shared around the Department).
- Proof-Reading: of SCO materials such as concert programmes and brochures.
- SCO Salon: Manage all bookings for the SCO Salon (the rehearsal and meeting room within SCO offices) and be responsible for arranging/providing cover for bookings outside normal office hours, as well as arranging to have the piano tuned regularly, as required.
- Oversee the hiring of occasional freelance library help, as required.
- Other departmental duties as required.

6. Candidate Profile

ESSENTIAL

- Enthusiasm for, and understanding of orchestral music to degree level or equivalent
- Ability to work fast and accurately under pressure, often to specific deadlines
- Ability to anticipate major tasks well in advance
- Experienced and confident driver with full UK driving licence (pool car is a manual Skoda Superb Estate)
- IT skills, with good working experience of Microsoft Office and Sibelius
- Well organised and able to prioritise effectively
- Comprehensive knowledge of musical notation and part markings/bowings
- Literate and articulate, with excellent interpersonal and communication skills
- Attention to detail
- Calm and unflappable personality
- Able to work both on own initiative and as part of a team
- Able to maintain discretion, sensitivity and confidentiality
- Able to learn new skills and adapt to changing requirements
- Willingness to undertake some evening and weekend concert duty management (See (7), *Working Hours*)

DESIRABLE

- Relevant administration experience
- Experience of concert management, ideally with large-scale musical performance
- Working knowledge of a foreign language used in music
- Knowledge of *Backstage* orchestra management software (training will be given if necessary)
- Knowledge of copyright and the negotiating of rights (training will be given if necessary)

Communications and Working Relationships

The Librarian's line manager is the Concerts Director, to whom the post holder reports. They also work closely with the Orchestra Manager, Chorus Manager and Stage Manager, and with the Concerts & Projects Manager on artist liaison.

The Librarian has close working relations with all members of the SCO administration staff. They are in regular contact with the playing members of the orchestra (particularly the Leader and Section Principals) and with visiting conductors, particularly the Principal Conductor and any Featured Artists.

The Librarian is in regular contact with music publishers, composers and agents through correspondence and telephone calls. They also liaise with colleagues in other orchestra libraries via the UK Orchestra Librarians Group.

7. Summary of Terms and Conditions

The Scottish Chamber Orchestra is an accredited Living Wage Employer.

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| Contract | Full-time permanent, starting ASAP. |
| Salary | £28,000-£30,000 depending on experience. The successful candidate will usually be expected to begin at the lower end of the range. |
| Working Hours | Normal working hours are Monday to Friday 09:30 to 17:30, with one hour for lunch. However, you will be expected to work additional hours as necessary, including evening and weekend work, to serve the requirements of the company. It is expected that Duty Management at concerts may amount to no more than one evening per week averaged over the course of a year. A TOIL system is in operation. |
| Holiday | 25 Days plus 6 days public holidays, plus 3 days between Christmas and New Year. |
| Employee Benefits | Company Income Protection Insurance Company Life Assurance scheme Cycle to work scheme |
| Pension | NEST workplace pension scheme including 10% Employer contributions |

We welcome applications from all nationalities. However, we are unfortunately unable to offer visa sponsorship for this role. Before you apply, please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit:

<https://www.gov.uk/check-uk-visa>

If you are invited to interview, we will ask that you provide evidence showing your right to work in the UK (photocopies are not accepted).

8. Application Procedure

Please submit, by email, a CV and covering letter which explains why the post interests you and demonstrates how you have the range of relevant skills and experience as set out in the job description.

Please include details of two referees, the Equal Opportunities Monitoring Form and a daytime telephone number or email address on which to contact you for possible interview arrangements. Referees will not be contacted prior to interview or without your permission.

Applications should be emailed to recruitment@sco.org.uk or can be sent to Heather Baird, Scottish Chamber Orchestra, 4 Royal Terrace, Edinburgh EH7 5AB (please mark your application 'Orchestra Librarian – Confidential').

If you have any specific access requirements, please let us know and we will do our best to meet your needs. The SCO is an equal opportunity organisation; we value diversity in our organisation and welcome application from anyone with appropriate skills.

No Recruitment Agencies please.

9. Recruitment Timetable

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|---------------------------------|----------------------------|
| Deadline for Applications | Monday 28 April 2025, 9am. |
| Interviews (in person / online) | Monday 5 May 2025 |

10. Further information

Organisation chart, Equal Opportunities Monitoring Form, Privacy Notice to Applicants.

Season brochures and other publications are available from <https://issuu.com/scomusic>

Website : www.sco.org.uk