

# Royal Northern College of Music

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## Candidate Pack

**Vacancy: Ensembles Librarian**

**Reference No: 2526-11**

**Closing Date: 12 Noon, Tuesday 13 January 2026**

**Interview Date: Friday 23 January 2026**

**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

# Job Description

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**Job title: Ensembles Librarian**

**Department: Orchestras & Ensembles**

**Responsible to: Head of Ensembles**

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## **Overall Purpose of the Job**

As a member of the Ensembles Team, the Ensembles Librarian leads on all aspects of the running of the orchestra library as directed by the Head of Ensembles. The role is a core part of the RNCM Orchestras and Ensembles Team, who works closely with members of the Programming and Library Teams, publishers, conductors, professional partner organisations and our students to ensure the timely production of music materials for the RNCM Performance Programme.

## **Key Responsibilities, Accountabilities or Duties**

- To ensure that music materials are provided from the RNCM Library, hired from publishers, or provided by other means as appropriate (taking account of copyright law) for all RNCM Orchestras and Ensembles (O&E), Performance and Programming, and Opera activities. On occasion, to provide hired sets for the School of Conducting.
- To research accurate instrumentations, vocal ranges, order perusal scores and provide relevant music materials in a timely manner as requested by the Orchestras and Ensembles, Programming and Opera teams for their projects and productions.
- To liaise with professional orchestral librarians, conductors, artists or their agents to ensure timely availability and delivery of full scores and orchestral sets of agreed editions for Orchestras and Ensembles projects.
- To source professional bowings and to arrange the marking up and bowing of string parts as appropriate, including preparation of practice materials for inside desk players. To create and file, for reference purposes, copies of hire string parts and other relevant performing materials. To maintain accurate records of bowings used in all Orchestras and Ensembles projects.
- To provide the Orchestras and Ensembles office with performance-ready materials for each project for distribution to the students, conductors and tutors involved. To prepare printed orchestral sets of unpublished materials for use in Orchestras and Ensembles projects.
- To manage the delivery of new works written by RNCM students for Orchestras and Ensembles projects. This work involves supporting the programming of these projects, through agreeing appropriate instrumentations with RNCM Orchestras and Ensembles Managers and setting / monitoring deadlines and liaising with the Head of Composition to provide extensions where necessary. To provide support to Composition students where required, advising on best practice in score/parts presentation and any other issues as appropriate.
- To ensure hired music materials are collected, checked, packed and returned according to appropriate timescales, to avoid late return fees by publishers.

- To maintain documents that provide accurate programmes with instrumentation, additional permissions and licences required, source of non-RNCM materials, and bowings.
- To manage, monitor and reconcile the Orchestras and Ensembles music hire budget, keeping accurate records accounting for all expenditure. To have sole responsibility for liaison with Music Publishers, the creation of music orders and authorisation of related invoice payments, in accordance with RNCM financial procedures.
- As required, to be available to distribute music on players' music stands, at the first rehearsal of key Orchestras and Ensembles projects. Additionally, when required, to attend and run other O&E activity – being available for a minimum of 45 minutes before they commence. This includes working some evenings and weekends, for which a time off in lieu system is in place.
- To ensure the adherence to relevant music copyright law through use of appropriate materials for all Orchestras and Ensembles and Opera activities. The post-holder must possess a good understanding of published music copyright related issues.
- To negotiate and administer Grand Rights licences for all RNCM Opera productions and Opera Scenes.
- As required, to negotiate synchronisation licences for digital reproduction of Performance and Programming, Orchestras and Ensembles and Opera activities. This will include licences to make archival recordings for all performance projects under the remit of the RNCM Performance and Programming team.
- As required, to act as representative of the RNCM in relation to issues around orchestral librarian matters (e.g. annual HOLIG and MOLA meetings).
- To act, on occasion, as an adviser to RNCM Staff and Students about music hire-related issues.
- Attend weekly team meetings, chaired by the Head of Ensembles, and report in detail about all relevant music materials.

## Additional Information

### **Safeguarding**

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

### **Health and Safety Responsibilities**

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

### **General**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Person Specification

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| Criteria   | Essential (E) / Desirable (D) | Method of Assessment       |
|--|-------------------------------|----------------------------|
| <b>Experience</b>  |                               |                            |
| Previous experience working in an arts administration environment  | E                             | Application Form/Interview |
| Previous experience of orchestral librarianship  | D                             |                            |
| <b>Skills</b>  |                               |                            |
| Ability to work effectively under pressure   | E                             | Application Form/Interview |
| Ability to work collaboratively within a small team  | E                             |                            |
| Strong communication skills and the ability to communicate effectively at all levels, both internally and externally | E                             |                            |
| Ability to prioritise a busy work schedule   | E                             |                            |
| Ability to read music and follow a score   | E                             |                            |
| Proficiency in Sibelius notation software  | D                             |                            |
| <b>Knowledge</b>   |                               |                            |
| Knowledge of Orchestral, Ensemble and Operatic repertoire  | E                             | Application Form/Interview |
| Knowledge of orchestral and other instruments, particularly relating to keys, clefs and ranges                       | E                             |                            |
| Knowledge and understanding of music copyright issues and accepted practices within classical published music        | E                             |                            |
| Proficiency in Microsoft Office, particularly with Outlook, Excel and Word   | E                             |                            |
| Knowledge and familiarity with Brass Bands, Wind Orchestras and Big Bands  | D                             |                            |
| An understanding of music rights issues for digital use  | D                             |                            |
| <b>Qualifications</b>  |                               |                            |
| A Music Degree or equivalent qualification   | E                             | Application Form           |
| <b>Other requirements</b>  |                               |                            |
| Ability to work effectively on one's own initiative with limited supervision   | E                             | Application Form/Interview |
| Ability and willingness to be flexible with regard to changing situations and working hours                          | E                             |                            |

| Summary of Terms and Conditions |  |
|---------------------------------|--|
| <b>Salary</b>                   | Grade 5, SCP 20 to 23, £29,588 to £32,080 per annum  |
| <b>Hours of Work</b>            | 35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Some flexibility in working hours will be expected.)                                 |
| <b>Annual Leave</b>             | 25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays. |
| <b>Pension</b>                  | The post-holder will be eligible to join the Local Government Pension Scheme.  |

**Issued by:** Andrew Bayley, Head of Ensembles

**Date of issue:** December 2025

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# About Us

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## The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

## What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.



As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via [recruitment@rncm.ac.uk](mailto:recruitment@rncm.ac.uk).



## **The Department – Performance and Programming**

Responsible for planning the artistic activity of the College and links to the academic programme, and for all the College's internal and external facing performance activity. The department works in collaboration with teaching staff to plan and produce the RNCM's artistic programme, both within our public venues, and externally. Three teams make up the department: Programming (which includes the RNCM Artist Agency (providing opportunities to undertake paid performance events) and other events), Orchestras and Ensembles and Creative Engagement

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# Staff Benefits

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## **Annual leave**

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

## **Working hours**

35 hours per week for a full-time role

## **Flexibility**

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

## **Family friendly policies**

Enhanced maternity and paternity pay above statutory payments.

## **Pensions**

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

## **Employee Assistance Programme**

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or

housing advice.

### **Eye Tests**

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

### **Events**

Staff can book one free or discounted ticket to most RNCM promoted events.

### **Professional Development**

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

### **Travel**

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

### **Staff Discounts**

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

### **Staff Wellbeing**

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

### **Staff Voice**

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.