

## Role Description

- Isle of Wight Cantata Choir does not have a formal role description for this position.
- This position is open to any member.
- There is no requirement to be trained or have specific experience.

Making Music (a leading support, resource and advisory organisation for UK music groups) provides the following guidance:

Committees tend to work best with clear and defined roles. The simplest way to do this is to have a role description for each position on the committee. It means whoever is in the role understands what their job is and what they are responsible for, helps all members to understand what everyone does and can be invaluable if a misunderstanding crops up regarding roles.

Making Music provides the following suggested role description information:

### Librarian:

- Source and order appropriate numbers of copies of the music repertoire, within an appropriate budget.
- Maintain the choir's own music library.
- Issue the music to members at rehearsals and concerts.
- Look after spare or unused music.
- Co-ordinate the collection of music after a concert.
- Return all music to the correct place and in a suitable condition.
- Assume the responsibilities of and act as an officer and committee member on behalf of, and as a trustee for, the choir.
- Attend committee meetings if possible.
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the choir.
- Represent and promote the choir and its activities in a positive and appropriate manner.
- Carry out any other duties that may be deemed necessary by the committee.

The following is a more detailed, rounded description of the role, as currently undertaken (since end 2018):

- Liaise with Musical Director to ascertain upcoming music repertoire (including name, composer, publisher and version details) within sufficient time to source, collate and handout music to members in advance of first rehearsal.
- Research sourcing of music for members to Buy, or, to Loan from the choir (including bulk quantity discount and postage fees) and ascertain price per copy.

- Research sourcing of music via the County library hire scheme (c.10-week lead-time), for members to Hire, (including hire charges and fees) and ascertain price per copy. Establish hire and return dates.
- Communicate with all members to inform of the music pieces (including title, composer, publisher, version) and the Buy and Loan/Hire prices. Ascertain if they Own, or wish to Buy, or Loan/Hire each of the pieces, to establish quantities to order, including spares.
- Arrange purchase, payment for, and delivery of Buy and Loan music. Arrange order, collection and payment of Hire music.
- Inspect all music upon receipt to ensure correct quantities and condition. Number Loan copies and stamp with choir logo. Ensure number scheme of Hire copies. Prepare all copies for Music Handout process (consider cover sheets/receipts detailing recipient name, total price, annotation, return, late and lost copy rules, as relevant).
- Communicate the Music Handout process with all members in advance (including payment methods, date, time).
- Seek assistance for the Music Handout and payment processes, as necessary.
- Ensure all members and new members are offered and provided with music, as necessary.
- Communicate the Music Handback process with all members in advance (including dates, options and condition of music).
- Co-ordinate and ensure Handback of all music. Return Hire music to County library. Return Loan music and spare Buy copies to Cantata library. Follow up all missing music and replace lost music with spares to ensure complete sets.
- Review, catalogue and store all Cantata library music.
- Maintain the Cantata music library inventory and ensure website version is updated as necessary.
- Order and maintain a sufficient quantity of music folders for provision to all members.
- Oversee the storage, condition and accessibility of the Cantata music library and music folders.
- Facilitate the hire of Cantata library music to local choirs, if/when requested.
- Research and compile various rehearsal preparation and support resources (links to documents, sound files and video recordings) for each piece of the music repertoire. Liaise with Media and Communications and provide for upload to Rehearsals page of choir website.