



Position	Music Library Assistant
Department	Music
Responsible to	Music Programme Manager
Salary	£28,800 pro rata (£11,520)
Location	St Martin-in-the-Fields, Trafalgar Square, WC2N 4HJ
Full-time/Part-time	0.4 FTE, permanent. Desired working days are Mondays and Thursdays.
Role overview	To support with the administration of the Choral Library at St Martin-in-the-Fields.

Background

St Martin-in-the-Fields (St Martin's) is a remarkable place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy the arts and much more. The church is a 300-year-old architectural jewel, with iconic spaces that attract hundreds of thousands of people to our site each year.

Nature and scope of the job

We are seeking a Music Library Assistant to support our thriving music team through the administration of the Choral Library at St Martin-in-the-Fields. The Music Library Assistant will work closely with the Music Librarian to prepare music for weekly services and concerts, manage music orders and hires, and maintain the library and surrounding areas.

Main duties and responsibilities

- Administer the choral music library, including setting up folders for different choirs and producing hymn booklets and psalms;
- Occasionally organise music for purchase and hire;
- Occasionally transport music between St Martin's and other venues;
- Maintain and update our online choral music database;
- Return and put away used music;
- Ensure the library and surrounding areas remain tidy;
- Prepare booklets for specific concerts or seasonal events (e.g. Christmas); and
- Provide other administrative support to the Music Librarian and wider music team as needed.

Please note that this is not an exhaustive description of responsibilities; aspects of the role may reasonably change over time and the successful candidate is expected to contribute to the development and progression of this role.

Knowledge, skills and abilities

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

Essential Criteria

- A good knowledge of church music;
- Excellent organisational skills and strong attention to detail;
- Ability to respond calmly yet confidently to last minute challenges and problems;
- Good working knowledge of Microsoft, including Word and Excel; and
- Team player with excellent communication and interpersonal skills, who enjoys working with others within a large and varied organisation.

Desirable

- Previous music library experience is desirable but not essential.

Who we are looking for

St Martin's welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org:

- A supporting statement, explaining why you believe you will excel in this role; and
- An up-to-date CV detailing your relevant career history and achievements.

Interviews will take place as suitable applications are received. St Martin's reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.