



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

MUSIC LIBRARIAN

CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

Position:	Music Librarian
Reports to:	Director of Music
Department:	Music
Type of position:	Fixed Term Contract
Date prepared:	November 2017

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The Music Librarian is responsible for managing a Library stocktake and cataloguing project for the Music Department. This project will focus on the organisation of the music materials and storage.

Key Responsibilities

- Complete a full stocktake of the current Music Library resources which houses over 28,000 copies of music material
- Use the music library system (Oliver) to catalog and classify monographs, scores and audio/visual material in the Music Library
- Assess and evaluate the best practice for conducting stocktake/audit
- Assess, evaluate and manage the Music Library systems for storing and delivering digital content as per music copyright laws
- Train the Music Administration team in ongoing maintenance and cataloguing processes
- Assess, maintain and repair the collection of scores, parts and folders
- Review current cataloguing procedures and make recommendations for improvements
- Assist students and/or academic staff with borrowing music materials

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Director of Music
- Music Administration Team
- Head of Library and Information Services
- Library Technicians
- CGS Staff and Students

External

- Suppliers

Direct Reports

- N/A

Expenditure Authority

- N/A

POSITION REQUIREMENTS

Knowledge & Skills

- Previous experience as a librarian
- Strong knowledge of music licensing and copyright law
- A working knowledge and understanding of music
- Ability to read music
- Experience in collation, systems and management in a music library or similar
- Strong organisational skills to manage multiple tasks
- Strong customer service focus
- Strong interpersonal and communication skills
- Demonstrated knowledge of all operations in a Library

Qualifications

- Undergraduate or Graduate Degree in Librarianship

Competencies, Behaviors & Attributes

- Willingness to learn
- Positive approach and proactive attitude
- Professional presentation, reliable and punctual
- Attention to detail
- Ability to work autonomously when required
- A discreet and professional approach, particularly in relation to handling confidential information
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate Camberwell Grammar School's workplace values

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;

- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____ (full name) acknowledge that I have read and understand the **Music Librarian** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____