

Principal Librarian Job Description

The primary responsibilities of the Principal Librarian are to manage the acquisition, preparation, distribution and collection of performance materials for all Toronto Symphony services and for other Toronto Symphony activities, as required. The Principal Librarian also has responsibility for the administration of the library and all library functions.

The position of Principal Librarian is a member of the bargaining unit and covered by the terms and conditions of the Toronto Symphony Orchestra-Toronto Musicians' Association General Agreement.

The Principal Librarian is contracted for a forty-five week season, and paid a weekly scale as noted below for an annual minimum of 2,386.57 per week for the 2025/26 season.

Main responsibilities include:

- Determines the musical requirements for each Toronto Symphony season and sources to fulfill such musical requirements. Procures such music by purchase, rental or other means. Oversees the acquisition of new arrangements or compositions, as required.
- Oversees all shipping and receiving of music
- Determines, in consultation with the Music Director and the principals of each section, the required preparation of music for rehearsals and performances and oversees such preparation (including bowings, cuts, accuracy of parts etc.)
- Prepares all materials for Toronto Symphony auditions
- Audits the Toronto Symphony library collection with a view to keeping it up to date and in good repair
- Supervises library staff and assigns the duties of the assistant librarian. (Ensures that a librarian is in attendance for each Toronto Symphony service)
- Prepares and monitors annual library budget (including purchase fees, rentals, shipping and supplies)
- Responsible for communicating instrumentation to other departments using OPAS (Orchestra Planning Administrative System)
- Primary point of contact with publishers, other orchestra librarians and music licensing organizations
- Knowledge of current copyright and customs regulations