

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.

An integral member of the Artistic-Operations team, 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. This position works closely with both TSO administrative staff as well as musicians and the Music Director.

The Principal Librarian is contracted for a forty-five week season, and paid a weekly scale 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 in a cost-effective and timely manner. Procures such music by purchase, rental or other means. Oversees the acquisition of new arrangements, compositions or perusal scores 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.)
- Distribute, collect and store scores in conjunction with each Orchestra service
- 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 any additional librarians. (Ensures that a librarian is in attendance for each Toronto Symphony service)
- In collaboration with the Vice-President & General Manager, prepares and monitors annual library budget (including purchase fees, rentals, shipping, supplies and support) and processing related expenses for payment
- Responsible for communicating instrumentation and library input to other departments using OPAS (Orchestra Planning Administrative System) and other internal communication systems
- Serve as the primary point of contact with publishers, other orchestra librarians and music licensing organizations
- Attend internal meetings to provide library perspective and information for upcoming performances and seasons.
- Staying up to date on current copyright and customs regulations and its impact on TSO operations.