



Gloucestershire Academy of Music

Application Pack – Librarian

About Us

Gloucestershire Academy of Music (GAM) is a registered charity which offers an exceptional level of professional music tuition in an informal and friendly atmosphere.

For over 40 years we have been creating musical opportunities for all ages and abilities, from individual music lessons and group sessions to performances, courses, workshops and masterclasses.

Reaching over 2,000 participants each year, we encourage members of the community, from the very old to the very young, to love music and through it, to develop and thrive. GAM is a key strategic partner in Make Music Gloucestershire, the county's music hub.

We are based in Barbican House in Gloucester but also have a centre in Cheltenham and engage in partnership projects which may involve work in other parts of the county or beyond.

Our programme consists of:

- providing high-quality term-time tuition at our Gloucester headquarters and Cheltenham satellite centre, as well as through a Schools Music Agency
- running inter/nationally renowned and enjoyable Easter and Summer holiday courses for adults and children
- working in partnership to extend our reach (e.g. through ambitious events)
- targeted funded outreach projects to increase the diversity of students accessing our services and developing their talents

Our Team

As well as an extensive network of associate music teachers, workshop leaders and volunteers, we have a core team of management and administration staff based at Barbican House. These include:

Executive Director
Principal
Operations Director
Finance Officer
Marketing and Communications Officer
Schools Administrator
Barbican House Administrator
Holiday Course Administrator
Saturday Junior Dept Receptionist
Cleaner

Gloucestershire Academy of Music Registered in England No. 2796427 – Registered Charity No. 1085708
Barbican House, Barbican Road, Gloucester, GL1 2JF 01452 668592

www.glosacadmusic.org info@glosacadmusic.org



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Gloucestershire Academy of Music

The Role

Title

Librarian

FTE

0.1 (3.75 hours per week)

Salary

Band E (FTE - £24,835.00) Actual salary £2483.50

Holiday

22 Days plus bank holidays (pro rata 2.2 days)

Location

Barbican House

Reporting to

Operations Director

Job Description

Responsibilities:

- Manage the day-to-day operation of the music library during designated staffed opening hours.
- Maintain the music collection in an organised, orderly and accessible manner.
- Maintain accurate catalogue information using the electronic Music Library Database.
- Support the provision and maintenance of an accessible online catalogue through the GAM website.
- Prepare music and other library materials for collection, distribution and loan.
- Oversee the return of music, checking that all materials have been returned and identifying any missing items.
- Liaise with GAM staff regarding outstanding music and assist with appropriate follow-up.
- Identify music requiring repair, replacement or other remedial attention and report this to the line manager.
- Maintain accurate library member contact details and records.
- Respond promptly and professionally to members' enquiries concerning the library, including its policies and procedures.
- Administer communication with members and customers through email and online request forms.
- Coordinate library volunteers, including allocating tasks, providing guidance and support, and ensuring that volunteers are appropriately briefed on library procedures.
- Work collaboratively with volunteers to support the ongoing upkeep, organisation and development of the library collection.

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- Contribute to the ongoing organisation, accessibility and development of the library collection.
- Undertake lone working where required, in accordance with the Academy's lone-working policy.
- Undertake any other reasonable duties consistent with the responsibilities of the post.

Person Specification

Essential Skills and Experience

- Excellent organisational skills and a methodical approach to work.
- A high level of accuracy and attention to detail.
- The ability to navigate and use an electronic music library database effectively.
- Strong interpersonal and communication skills.
- The ability to communicate professionally and courteously with library members, volunteers and Academy staff.
- The ability to work independently, manage priorities and use initiative.
- The ability to organise and coordinate the work of volunteers.
- A willingness to work collaboratively with volunteers and other members of the Academy team.

Desirable Skills and Experience

- The ability to read music.
- Experience of working with orchestral or ensemble music.
- Previous experience in a library, music library or similar administrative environment.
- Experience of working with volunteers or community music groups.

Additional Information

The postholder will be expected to comply with Gloucestershire Academy of Music policies and procedures, including those relating to lone working, health and safety, data management and the care of Academy property.

Gloucestershire Academy of Music is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Applicants must disclose at interview anything that may appear on an enhanced DBS check. The successful applicant will also be required to complete safeguarding training and may be asked to complete first aid training. We will facilitate and cover the costs of the appropriate DBS check and required training.

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Gloucestershire Academy of Music

Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

To apply for this role please send a covering letter and CV by email or post to

info@glosacadmusic.org

**FAO - Executive Director
Gloucestershire Academy of Music
Barbican House, Barbican Road
Gloucester, GL1 2JF**

If you would like to arrange an informal chat regarding the role please call 01452 668592.

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