

LIBRARIAN (2 Positions)

Concert Artistes International needs a Librarian who could build up a professional library of music for C.A.I. If we wish to give a concert which would include the Tchaikovsky Symphony No. 6, then you should source this music at the best possible cost, then ask the seller to post us a Pro-Forma Invoice so that C.A.I. can pay for and receive this music. All music in the library would need to be kept in alphabetical order. If we choose to put together a concert event with selections of music, you will sort all the music for the concert into folders in the sequence of which they will be performed. Once a concert has been given, you will remove the music from all the folders and return them back into their proper place in the Library. If we wish for a group of musicians to perform popular music with 16 musicians, you must be able to find suitable music for this, and a selection of music to cover a specified period of time. This position will be part-time to start, and your pay will be negotiable.

Previous experience of this kind would be helpful, and particularly if you have a good memory and knowledge of different types of music. You should have your own computer and know how to use Google as a source to find music you are looking for. You may also find music on Utube and ensure the music would be suitable for a C.A.I. Charity fundraising concert event. We require music which is not too repetitive, too loud, and that has both rhythm and a melody, no religious lyrics, and music of real quality. Eventually C.A.I. may be able to provide you with an office with a computer to use for this, along with other equipment you will need in order to do this job more efficiently.

Please join our C.A.I. family! The Trustees will do whatever they can to assist you where and as needed. This will be a very challenging job and/but also a rewarding one! We will provide you with storage containers in which to organise the music for the library, and eventually with storage shelves or more suitable storage units for the music. We will also provide you with labels so that you may organise the music in categories, such as classical, popular, etc. A suitable place for the library will be sought when and as needed so that you will have suitable space for the developing library.

Training cannot really be given in this field, so you will need to have good organisational skills. This would be an exciting job, one that you could build from nothing up to a full professional music library! You may attend all concert events (without charge) and if you are a musician yourself, then you may qualify to take part in many of these concert events as well! In the beginning you will need to work from home, although eventually C.A.I. could have its own facilities from which you may work!