

Principal Librarian

The Principal Librarian is responsible for the procurement and preparation of all scores and parts for the HK Phil orchestral concerts and other activities. Requiring a broad knowledge of classical music and orchestral repertoire, this position is essential in providing services and advice to a range of stakeholders, including artistic planning, orchestra management and operations personnel, to ensure the successful delivery of all concerts.

Key Responsibilities:

- To maintain an up-to-date catalogue of all musical scores used by the Orchestra;
- To exercise budget control over expenditure relating to purchase and hire of scores;
- To order and hire scores and parts in accordance with the Orchestra's schedule and as directed by the Music Director/Conductors;
- To prepare and update the instrumentation list, and to inform the Director of Orchestral Operations, the Orchestra Personnel Manager and the Stage and Production Manager well in advance for booking freelance musicians, hire of instruments etc.;
- To maintain adequate copies and make appropriate adjustments on scores and parts for the Orchestra's rehearsals and performances;
- To coordinate the bowing with the Concertmaster and strings principals in a timely manner and mark bowings in all string parts;
- To distribute parts and practice copies to the Orchestra in good time before rehearsals;
- To attend all rehearsals and performances as rostered in order to deal with issues as and when required;
- To supervise library support staff, including part-time assistants;
- To handle other matters as directed from time-to-time by the Director of Orchestral Operations.

Attributes:

- Relevant tertiary qualifications in music or a related discipline, or equivalent professional experience;
- Proven experience working with an orchestra in a similar role;
- Ability to read and interpret orchestral scores in terms of practical performance requirements;
- Broad knowledge of library procedures, music copyright processes, and music distribution practices;
- Experience using iPads in an orchestral library setting;
- Familiar with major music publishers, rental providers, and sourcing processes;
- Excellent computer literacy, including proficiency in music notation software (e.g. Sibelius/Finale) and sound editing programs;
- Strong interpersonal and people skills with the ability to communicate effectively with conductors, musicians and internal teams;
- Good command of written and spoken English and Chinese;
- Comfortable working backstage and outside normal office hours (including evenings, weekends, and occasional travel).

Applicants should send a detailed resume, indicating current and expected salaries, to hr-oo@hkphil.org.

Application deadline: 23 March 2026. All applications will be treated in the strictest confidence.

www.hkphil.org

(Personal data collected will be used for recruitment purpose only)