**Music Hire Librarian**

**About Us**

Oxford University Press is a department of the University of Oxford, which furthers the University’s objective of excellence in research, scholarship, and education by publishing worldwide.   
   
The OUP Music Hire Library is one of the largest commercial music hire libraries in the world, the catalogue containing thousands of individual titles. We have especially strong representation in twentieth- and twenty-first-century British music, classic choral editions and opera choruses; we also own the largest selection of Christmas carol orchestrations in the world.

**About the Role**

The Music Hire Librarian is a full time position within OUP’s Music department. Duties include handling customer enquiries, providing quotations and processing orders for hiring orchestral and choral materials to customers worldwide, as well as other important administrative and stock-keeping tasks.

Responsibilities will include:

* Respond promptly to customer enquiries, providing accurate information and quotations for hire in accordance with established procedures and pricing schedules.
* Process, pick and dispatch orders for orchestral and vocal material in a timely and accurate manner, to ensure that customer deadlines are met.
* Process accurately and efficiently the return of materials to stock.
* Evaluate and monitor the music hire stock to ensure stock levels and stock quality are adequately maintained.
* Support the Hire Library Manager and the Music Hire Assistant as required, in all aspects of library functions and administration.

**About You**

The successful candidate will have:

* Wide musical knowledge, including the ability to read music and specific knowledge of classical music, particularly of orchestral and choral repertoire, layout, and terminology.
* Strong administrative skills and ability to work accurately with numbers.
* Ability to work flexibly within a team, excellent customer service skills, and a courteous telephone manner.
* High degree of self-organisation and motivation.

A proportion of the work involves manual handling, so lifting and carrying will be necessary and appropriate training will be given.

Please apply via the OUP website- <https://eu1.advorto.com/OUP/VacancyInformation.aspx?VId=20532>

Closing date Sun 5th Feb 2017

Recruiter: Amelia Grace- [Amelia.grace@oup.com](mailto:Amelia.grace@oup.com)