



<b>ROLE:</b>	Library Operations Assistant	<b>REPORTS TO:</b>	Music Library Manager
<b>SALARY:</b>	£26,500.00	<b>HOURS:</b>	35 hours per week
<b>LOCATION:</b>	West End (on site position, no option for home working)	<b>CONTRACT:</b>	Permanent

### COMPANY DETAILS

Music Theatre International (MTI) is one of the world's leading theatrical licensing agencies, granting theatres and schools around the world the rights to perform the greatest selection of musicals from Broadway, the West End and beyond.

MTI works directly with the composers, lyricists and book writers of these musicals to provide official scripts, musical materials and dynamic theatrical resources for over 70,000 productions taking place annually worldwide. From MTI's London office, scripts, musical scores and resources are provided to over 6,500 professional, amateur and school productions taking place each year in the UK and across Europe.

MTI is dedicated to the education sector and has created the Broadway Junior™ shows (30 and 60-minute musicals designed for performance by primary and middle school-aged performers) and School Editions (musicals tailored to the needs of secondary school pupils).

MTI's London office also licences and supplies the works controlled by Josef Weinberger Ltd and Glocken Verlag.

The Music Library is the distribution centre of the company providing the essential service of equipping professional producers and directors, amateur groups, schools, colleges and universities the scripts and musical scores needed to stage their productions.

### BENEFITS

25 days Annual Leave plus 8 Bank Holidays  
Non-contributory Private Pension  
Private Healthcare Scheme  
Season Ticket Loans  
Employee Assistance Programme

### JOB DESCRIPTION

Duties include but not limited to:

Collating a large volume of scripts and music materials for despatch, often to tight deadlines, with daily movement of books around the building carrying weights of up to 25kgs.

Packaging and labelling of boxes in readiness for despatch.

Checking and registering returned scripts and music materials from customers back onto the in-house library system and storing away within the library.

Printing and binding of materials in large quantities with occasional need for transposition and pagination.

Assisting in the unloading of large consignments of books arriving via carrier companies.

Liaising with customers, couriers, and carrier companies via telephone & email. Responding to queries.

### PERSONAL SPECIFICATION

The successful candidate will be of a happy disposition with the ability to work as part of a team.

Work with speed and efficiency with an eye for detail to meet tight deadlines.

Well organised with strong multi-tasking skills to adapt and prioritise tasks to meet demand.

Strong interpersonal skills to interact effectively clients to give a good representation of the company.

Flexible attitude to meet the needs of the department and team.

An interest in Musical Theatre.

### QUALIFICATIONS, EDUCATION, TRAINING

Minimum of 5 GCSEs inclusive of English and Maths.

### SKILLS & EXPERIENCE

DESIRABLE	ESSENTIAL
Experience of working in a warehouse or library setting.	Microsoft Office packages, Excel, Word Outlook & Access.
Knowledge of Musical Theatre.	Experience of working in a team environment.
Knowledge of musical notation & theory particularly transposition & orchestration.	
Use of Sibelius/Finale.	

Music Theatre International are committed to creating a diverse and inclusive workplace, and we value the contributions of people from all backgrounds. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, in accordance with the Equality Act 2010.

All Applicants must have the right to work in the UK as defined by UK Immigration Law. We will require proof of your right to work in the UK prior to commencing employment.

To apply; please email your C.V and a Covering Letter to: [recruitment@mtishows.co.uk](mailto:recruitment@mtishows.co.uk)

<b>Opening Date for Applications:</b>	Wednesday 2 <sup>nd</sup> April 2025	<b>Closing Date for Applications:</b>	Friday 2 <sup>nd</sup> May 2025
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<b>In-House Recruiter Name:</b>	Simon Land
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