



MUSIC THEATRE  
INTERNATIONAL

# RECRUITMENT

ROLE:	Music Library Associate	REPORTS TO:	Music Library Manager
SALARY:	£23,500	HOURS:	35 hours per week
LOCATION:	Central London	NO OF REPORTS:	N/A

## 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, materials and resources are provided to over 5,500 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 materials 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, scanning & assigning to customer accounts; rehearsal and orchestral material for dispatch, often to tight deadlines

Checking and registering returned materials back onto the in-house software system

Printing of materials in large quantities

Transposition, pagination & book binding of music scores

Movement of materials around the building daily; carrying weights of up to 25kgs
Assisting in the unloading of large consignments of materials arriving via carrier companies
Management and recording of archive materials, retrieved, and deposited at an external storage facility
Packaging & labelling of boxes in readiness for dispatch
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.

#### QUALIFICATIONS, EDUCATION, TRAINING

Minimum of 5 GCSEs inclusive of English and Maths

#### RELEVANT EXPERIENCE

Previous customer service experience  
Worked as part of a team

#### KNOWLEDGE

DESIRABLE	ESSENTIAL
Music Degree of related subject	Excellent customer service skills
A level Music	Microsoft Office packages, Excel, Word Outlook & Access.
Knowledge of Music Theatre	Adobe Acrobat
Knowledge of operetta & orchestral works	Musical notation & theory particularly transposition & orchestration
	Use of Sibelius/Finale

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

Opening Date for Applications:	16th November 2021	Closing Date for Applications:	15 <sup>th</sup> December 2021
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In-House Recruiter Name:	Simon Land
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