



Executive (Library)

Department: Artistic Management

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

Requirements:

- Recognized degree in Music
- Minimum 1-3 years working experience
- Minimum 1 year of practical experience on an orchestral or keyboard instrument, preferably with some experience in orchestral music
- Knowledge in orchestra repertoire and scoring
- Good written and spoken English
- Neatness of written work, speed and precision are of paramount importance
- Ability to prioritize work in terms of urgency, multi-tasking, and withstand work pressure during stressful times
- Ability to work independently as well as in a team

Job Purpose:

Manage and administer the provision of all scores and orchestral materials for orchestra's performances.

Key Accountabilities:

1. Music Preparation
 - Transcribe bowing and other markings of classical music scores into sets of individual orchestra parts, neatly and accurately in a timely fashion to ensure musicians receive the correct performance instruction to practice accordingly.
2. Music Procurement and Processing
 - Assist the Orchestra Librarian in cataloguing all works, keeping detailed records of performances, and arranging the purchase and hiring of orchestral material.
3. Orchestra Library Maintenance
 - Assist in maintaining the Orchestra's library in good order, for ease of retrieval.
4. Concert Duties
 - To attend every performance and to provide assistance whenever required.
5. Other Duties as Assigned by the Company & Analysis
 - Plan and execute all other duties as assigned by the company.

Generic Accountabilities:

1. **Networking and Relationship Building**
 - Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.
2. **Good Governance**
 - Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.
3. **Mindset, Behavior & Culture**
 - Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.
4. **Leadership & Capability Development**
 - Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.
5. **HSE Policies and Code of Conduct**
 - Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

Human Resource & Administration of Finance & Corporate Services Department

MALAYSIAN PHILHARMONIC ORCHESTRA

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur, Malaysia.

Email: career@mpo.com.my

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **30 April 2023**