



BMS GENERAL MANAGEMENT COMMITTEE

Librarian

The Librarian is primarily responsible for acquiring rights and rehearsal and performance materials for shows.

- Attend monthly management committee meetings.
- Advise the committee on the availability of shortlisted shows , outline licence costs and acquire perusal materials
- Acquire Perusal materials for shortlisted shows
- Complete Application documentation for licences to perform shows and any correspondence forthcoming and act as licensee for show.
- Organise receipt and distribution of libs/scores for all shows. Collection, reconciling and posting of all materials (including musical scores) back to the rights holders after performance.
- To ensure that show rehearsal materials and information is posted on the Society's weblog