



PERSON SPECIFICATION & JOB DESCRIPTION

Music Generation Limerick County, wishes to employ an Administrator to assist the Music Development Officer with the organisation, promotion and day-to-day running and delivery of Music Generation performance music education¹ programmes in Limerick County.

The ideal candidate will have a relevant qualification, a passion for music in all its forms and for its promotion and development.

Job Title

Musician Generation Administrator

Essential Requirements

Applicants must be able to clearly demonstrate the following in their application:

- Leaving Certificate or equivalent
- A recognised office administration qualification or equivalent experience in arts/music administration
- Qualification or experience in computer office applications including: Word Processing, Spreadsheets, Databases, Website/Content Management Systems, Email, Internet, and experience of using/updating Social Media sites such as Facebook, Twitter, Instagram and YouTube.

Desirable Criteria

- A relevant third level qualification in education or the arts or membership of a professional artistic organisation
- Qualification in business studies/information systems/technology
- A minimum of two years post-qualification experience in clerical and administrative systems gained in an office or relevant administration environment
- Experience of working in a large or public sector organisation
- A minimum of one year's experience working in a music/arts context

Tenure

A Five-Year Fixed Term Contract applies to this post

Probation

The initial contract is subject to the successful completion of a six month probationary period.

¹ *Music Generation focuses on the provision of performance music education – that is, the breadth of vocal and instrumental learning in all genres and styles of music. This includes all pedagogical approaches and practices appropriate to particular musical cultures and traditions, and is delivered by professional musician educators. Recognised by the Department of Education and Youth as non-mainstream music education, performance music education complements and enriches – but does not replace – the mainstream music curriculum provision of the formal education system.*



Music Generation Limerick County Chontae Luimnigh



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Reporting

Appointees will report to the Limerick County Music Development Officer.

The successful candidate will:

- Have excellent communication skills, written, telephone and interpersonal
- Have excellent administrative, business and IT skills, with a high level of attention to detail
- Demonstrate the ability to plan, manage and deliver all areas of work in a thorough and organised manner
- Demonstrate a passion for and understanding of music and the Music Generation programme
- Have the ability to work well under pressure and to multi task
- Demonstrate the ability and initiative to work well as part of a team
- Demonstrate willingness to work flexibly, outside normal office hours.

JOB DESCRIPTION

About Music Generation Limerick County

Music Generation Limerick County is a performance music education programme in Limerick County providing access to a range of vocal and instrumental music opportunities for children and young people in their local area.

Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education and Youth and Local Music Education Partnerships (LMEPs). Locally, Music Generation Limerick County is supported and funded by Limerick and Clare Education and Training Board.

DUTIES

Reporting to the Music Development Officer, the Music Generation Administrator has overall responsibility for the day-to-day administration of the Music Generation Limerick County programme. Duties shall include, but are not limited to:

ADMINISTRATION

- Providing comprehensive and efficient administration support to the Music Development Officer and Limerick and Clare Education and Training Board for the delivery of the Music Generation Limerick County programme
- Administration of all aspects of the enrolment and recording-keeping processes of Music Generation Limerick County participants
- Preparing agendas, writing and circulating minutes for various meetings;

PROGRAMME SUPPORT

- Assisting with the organisation and administration of Music Generation Limerick County programmes and other events/performances, including assistance with the preparation and set-up for individual/group music tuition
- Liaising with the musician educator team on programme timetabling and scheduling
- Working out of office hours as required to co-ordinate operations at community-based tuition centres, weekend and/or evening rehearsals/performances, workshops, Easter/summer camps or other events

- Assisting with the co-ordination of musical instruments, equipment and resources;

FINANCE

- Ensuring that fees are collected, lodged and accurately recorded according to procedures set by the Finance Department
- Assisting in the preparation of finance reports on Music Generation Limerick County activities including gathering information for accounts and financial data
- Processing information for the payment of salaries and wages;

COMMUNICATIONS

- Assisting with the preparation and distribution of press/communications and publicity material relevant to the work of Music Generation Limerick County
- Assisting with photography/recording of rehearsals/concerts for archives and promotional use
- Promoting Music Generation through social media, updating the Music Generation Limerick County website where relevant and circulating electronic newsletters.
- Dealing with day-to-day enquiries from the general public, acting as a point of contact with the public and users of the service, processing enquiries and other requests for information;

OTHER DUTIES

- Undertake other duties at the direction of the Music Development Officer or Limerick and Clare ETB as required, to ensure the success of Music Generation Limerick County. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

Driving Licence

- Candidates should hold a full clean driving licence and access to own transport is essential.

Garda Vetting

- Garda Vetting will be sought in accordance with the National Vetting Bureau Act, 2014. This process will commence prior to appointment.

Location

- The role of Music Generation Limerick County Administrator will be primarily based in our College of Further Education and Training, Croom Campus, Co. Limerick.

Salary

- The incremental salary range attaching to the Music Generation Administrator post is €30,811–€47,946 per annum as per New Entrant Clerical Officer salary scale.

Recruitment

- Selection shall be by means of a competition based on an interview conducted by Limerick and Clare Education and Training Board.
- A shortlisting process may be undertaken to identify candidates who most closely meet the selection criteria for the post.