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**Music Generation Kerry Administrator**

**PERSON SPECIFICATION & JOB DESCRIPTION**

Kerry ETB, as lead partner for Music Generation Kerry, 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 education[[1]](#footnote-1) in Kerry.

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

ESSENTIAL CRITERIA

**To qualify for appointment candidates must have:**

* Leaving Certificate or an equivalent qualification
* 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 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

**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 Kerry**

Music Generation Kerry is a performance music education programme in County Kerry 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 Local Music Education Partnerships (LMEPs). Locally, Music Generation Kerry is supported and funded by Kerry ETB, Kerry County Council and Munster Technological University (MTU).

**DUTIES**

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

**ADMINISTRATION**

* Providing comprehensive and efficient administration support to the Music Generation Development Officer and Kerry ETB in the delivery of the Music Generation Kerry programme
* Administration of all aspects of the enrolment and recording-keeping processes of Music Generation Kerry participants
* Preparing agendas, writing and circulating minutes for various meetings;

**PROGRAMME SUPPORT**

* Assisting with the organisation and administration of Music Generation Kerry 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 Kerry 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 Kerry.
* Assisting with photography/recording of rehearsals/concerts for archives and promotional use
* Promoting Music Generation through social media, updating the Music Generation Kerry 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 Kerry ETB as required, to ensure the success of Music Generation Kerry. 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 and there being no disclosure of convictions which Kerry ETB considers would render the candidate unsuitable to work with children/vulnerable adults. This process will commence prior to appointment.

**Location**

The role of Music Generation XX Administrator will be primarily based at Kerry ETB, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry.

**Salary**

* The incremental salary range attaching to the Music Generation Administrator post is €29,811 – €46,946 per annum.
* Rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Recruitment**

* Selection shall be by means of a competition based on an interview conducted by or on behalf of Kerry ETB.
* A shortlisting process may be undertaken to identify candidates who most closely meet the selection criteria for the post.
1. *Recognised by the Department of Education 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.* <https://www.musicgeneration.ie/content/files/Music-Generation-Strategic-Plan-2022-2026.pdf> [↑](#footnote-ref-1)