**Music Generation Wexford Administrator**

**PERSON SPECIFICATION & JOB DESCRIPTION**

Waterford and Wexford Education and Training Board as Lead Partner for Wexford Local Music Education Partnership, wishes to employ an Administrator on a specific purpose contract to assist the Music Generation Development Officer with the organisation, promotion and day-to-day running and delivery of Music Generation performance music education programmes in Wexford County.

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

ESSENTIAL CRITERIA

* Have the requisite knowledge, skills and competencies to carry out the role.
* Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise.
* Be capable and competent of fulfilling the role to a high standard.

**DESIRABLE CRITERIA**

* A minimum of one year’s experience working in a music/arts context
* A relevant third level qualification in education or the arts or membership of a professional artistic organisation
* Experience of working in a large or public sector organisation
* 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

**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 Wexford**

Music Generation Wexford is a performance music education programme in Wexford 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 Skills and Local Music Education Partnerships (LMEPs). Locally, Music Generation Wexford is supported and funded by the WWETB and Wexford County Council.

**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 Wexford programme. Duties shall include, but are not limited to:

**ADMINISTRATION**

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

**PROGRAMME SUPPORT**

* Assisting with the organisation and administration of Music Generation Wexford 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 Wexford 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 Wexford
* Assisting with photography/recording of rehearsals/concerts for archives and promotional use
* Promoting Music Generation through social media, updating the Music Generation Wexford 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 WWETB as required, to ensure the success of Music Generation Wexford. 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 WWETB 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 Wexford Administrator will be primarily based in Waterford and Wexford Education and Training Board, Ardcavan Business Park Wexford Y35 P9EA

**Salary**

* The incremental salary range attaching to the Music Generation Administrator post is €29,811 -€46,946 per annum (pro-rata for part time staff)
* 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 WWETB.
* A shortlisting process may be undertaken to identify candidates who most closely meet the selection criteria for the post.

**Pension**

* Membership of a public service pension scheme is mandatory

**Annual Leave**

* 22 days per annum (pro-rata for part time staff)

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