

Music Generation Kerry Administrator

JOB DESCRIPTION

About Music Generation Kerry

Music Generation Kerry is a new performance music education service for children and young people in Kerry County, that will provide opportunities for children and young people to access a range of vocal and instrumental tuition in their local area. It is among the new Music Education Partnership Areas selected for participation in Phase 2 of Music Generation.

It is part of Music Generation - Ireland's National Music Education Programme that transforms the lives of children and young people through access to high-quality, subsidised performance music education. 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 Kerry is supported and funded by Kerry Education and Training Board and Kerry County Council.

Location

The role of Music Generation Kerry Administrator will be primarily based in Kerry ETB Office, Centrepont, John Joe Sheehy Road, Tralee.

Salary

23,999.00 – €39, 794.00

Pension

This is a non - pensionable post.

Post Summary

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

Duties

ADMINISTRATION

- Provide comprehensive and efficient administration support to the Music Generation Development Officer and Kerry ETB in the delivery of the Music Generation Kerry programmes
- 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 tuition 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/videoing of rehearsals/concerts for archives and promotional use
- Promoting Music Generation through social media, updating the Music Generation website 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 Kerry ETB as required, so as 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.

Gárda Vetting

- Gárda 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.

Recruitment

- Selection shall be by means of a competition based on an interview conducted by or on behalf of Kerry ETB.