



## Music Generation Administrator

### PERSON SPECIFICATION

Kildare and Wicklow Education and Training Board (KWETB), as lead Partner for Wicklow Local Music Education Partnership, wishes to employ an Administrator to assist the Music Generation Development Officer with the organisation, promotion and day-to-day running and delivery of Music Generation performance music education<sup>1</sup> programmes in County Wicklow. The ideal candidate will have a relevant qualification, a passion for music in all its forms and for its promotion and development.

The role of Music Generation Wicklow Administrator offers a unique opportunity for dynamic candidate to join KWETB and Music Generation Wicklow at a time of exciting change in the music education landscape in Ireland.

**JOB TITLE:** Music Generation Wicklow Administrator (part-time)

#### ESSENTIAL CRITERIA

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

- Leaving Certificate or an equivalent qualification
- A recognised office administration qualification or no less than two years equivalent experience in arts/music administration
- Qualification or experience in computer office applications including, but not only, Word Processing, spreadsheets, Databases, Website/Content Management Systems, E-mail, Internet, and experience of using/updating social media sites including, but not only, Facebook, X (formerly known as Twitter), Instagram, TikTok 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 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

<sup>1</sup> "Music Generation focuses on the provision of performance music education across the breadth of vocal and instrumental music making, creating, learning and performing in the broadest possible range of genres and styles of music. This includes pedagogical approaches and practices appropriate to particular musical cultures and traditions and is delivered by professional Musician Educators across a range of teaching, learning and participation contexts."  
[Music-Generation-Strategic-Plan-2022-2026](#)



**Tenure:** This post is a permanent position.

**Probation:** The initial contract is subject to the successful completion of a twelve-month probationary period.

#### **CORE COMPETENCIES REQUIRED:**

##### **Communication Skills**

- Demonstrates the ability to listen, respond and communicate effectively

##### **Planning and Organisation**

- Demonstrates the ability to plan and work in a thorough and organised manner

##### **Teamwork**

- Demonstrates the ability and initiative to work well as part of a team

##### **Delivery of Results**

- Demonstrates the ability to complete work and deliver results in a timely manner

##### **Specialist Knowledge, Expertise and Self-Development**

- Is committed to self-development and continuously seeks to improve personal performance

#### **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 a passion for and understanding of music and the Music Generation aims, objectives and programming.
- Have the ability to work well under pressure and to multitask
- Demonstrate willingness to work flexibly, outside normal office hours.

