



Music Generation Administrator

JOB DESCRIPTION

About Music Generation Wicklow

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

Music Generation Wicklow is part of Music Generation - Ireland's national music education programme that transforms the lives of children and young people through access to performance music education.

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 Wicklow is supported and funded by Kildare and Wicklow Education and Training Board (KWETB) and Wicklow County Council

DUTIES

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

ADMINISTRATION

- Provide comprehensive and efficient administration support to the Music Generation Wicklow Development Officer and Kildare and Wicklow Education and Training Board (KWETB) in the delivery of the Music Generation Wicklow programme
- Administration of all aspects of the enrolment and record-keeping processes of Music Generation Wicklow participants
- Preparing agendas, writing and circulating minutes for various meetings

PROGRAMME SUPPORT

- Assisting with the organisation and administration of Music Generation Wicklow 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 and on-going management of musical instruments, equipment and resources

FINANCE

- Ensuring that fees are collected, lodged and accurately recorded according to procedures set by the KWETB Finance Department



- Assisting in the preparation of finance reports on Music Generation Wicklow 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 Wicklow
- Assisting with photography/recording of rehearsals/concerts for archives and promotional use.
- Promoting Music Generation through social media, updating the Music Generation Wicklow 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 and KWETB as required, to ensure the success of Music Generation Wicklow. 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 KWETB 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 Wicklow Administrator will be primarily based in the administrative offices of KWETB in Church Street, Wicklow Town, Co. Wicklow. This may change in accordance with the needs of the organisation.

Salary

- The incremental salary range attaching to the Music Generation Administrator post is €27,896-€44,861 (pro-rata) per annum.
- Rate of remuneration may be adjusted from time to time in line with government pay policy.

Pension

- Membership of a public service pension scheme is mandatory

Annual Leave

- 22 days per annum (pro-rata)

Recruitment

- Selection shall be by means of a competition, based on an interview conducted by or on behalf of KWETB.
- A shortlisting process may be undertaken to identify candidates who most closely meet the selection criteria for the post.

