

Job Description: Music Generation Cork City Resource/Administrator Role

Cork Education and Training Board (Cork ETB) - lead partner in Music Generation Cork City - seeks to employ a Resource Person, reporting to the Coordinator, for the organisation, promotion and day-to-day running of Music Generation Cork City (MGCC) core programme and additional projects. The ideal candidate will have a relevant qualification and a passion for music in all its forms, for its promotion and development, and will have excellent communication, organisation and IT skills.

The role will involve:

- Supporting the planning and development of MGCC music education programme
- Managing the music education provision including administration, monitoring, reporting, managing resources, and other aspects of project management
- Developing and providing internal and external communications, including relevant communication tools

The successful candidate will report to the Coordinator and assist in fulfilling the duties arising from the outline above which may include the following:

Administration

- Event and project management support
- Event budget monitoring and management
- Support for provider, partner, school principal network meetings, etc
- Support for the administration of musicians' contracts, payroll, and any other related programme administration
- Instrument Bank development and management including inventory monitoring and updating with partners and schools
- Set-up and management of key internal databases

Communications

- Social Media and website updates
- Internal communication tools for MGCC partners and Cork Music Education Partnership
- Responding to public enquiries
- Support for PR and other communications campaigns
- Development and distribution of a periodic newsletter
- Assistance with documentation, archiving, videoing and other recording processes for archival and promotional use.

Qualifications, Skills and Experience;

- Relevant third level qualification – in Music or equivalent
- Full driving licence and access to own transport
- Excellent IT skills

- Previous experience of working in arts, music education, related roles
- Knowledge of and passion for music education and music sector – desirable

Tenure:

- Six months - Fixed term contract. This contract covers a leave of absence.

Remuneration:

Salary based on a full time 37 hpw is at a rate of €27296.00 on a pro-rata basis.

Location:

Music Generation Cork City office, c/o Cork ETB, 22 South Mall, Cork City.

Background Information

Music Generation Cork City is a music education programme, seed funded by donors U2 and the Ireland Funds, with matching funding from Cork City Council, City of Cork VEC, HSE, UCC, CIT and Cork City Partnership, and is a major project of Cork City Music Education Partnership.

Music Generation Cork City is one of eleven funded programmes currently participating in Music Generation – Ireland’s national music education programme arising from Music Network’s Feasibility Study for the development of Local Music Education Partnerships (2003).¹ A further nine programmes will be established in 2016 – 2020, as part of the national Music Generation initiative.

What is unique about Cork’s programme?

Music Generation Cork City partners with community-based music groups and musicians to provide performance music education opportunities throughout Cork City for children and young people. These opportunities allow a generation of children to discover and nurture their own musical talent.

Innovative music education developments in the areas of informal learning and team teaching, the use of assistive technology for children with disabilities, and inclusive music-making, have been established in the first four years of the programme from 2012 – 2016.

¹<http://www.musicnetwork.ie/content/files/publications/adminfeasreport.pdf>, accessed 5.9.2012

Music Generation Cork City is underpinned by a commitment to achieving social inclusion through music, informed by recommendations of Cork City Council's 2009 report on the use of music as a tool for social inclusion.²

Partnership Approach

A commitment to providing the highest quality performance music education outcomes for all children is the guiding principle of Music Generation Cork City's programme, which aims to address issues of access and opportunity towards building a vibrant culture of music-making for all children.

The following is an outline of tasks undertaken by the Administrator/Resource Worker, though not exhaustive:

General Administration:

- Record-keeping – maintaining a very detailed data-base viz. providers, tutors, programmes (hours and schedules), schools, volunteers, suppliers
- Managing quotes, purchase orders and invoices for suppliers
- Responding to general queries from providers, tutors, schools and general public

Events:

- Organising events – venues, transport, catering, photographers, insurance, garda vetting, advertising, printing etc.
- Liaising and communicating with the different parties involved (providers, schools, tutors, young people etc.)

HR:

- Managing tutor set-up and liaising with ETB HR department to ensure paperwork is in place (including Garda Vetting)
- Managing weekly payroll

Social Media and PR:

- Maintaining profile of MGCC through social media – Facebook, Twitter, Snapchat etc.
- Organising appropriate media coverage for events
- Writing script and liaising with PR company and National Development Office for coverage for major events

From time to time, the role might involve additional tasks as determined by an event or circumstances, and may require occasional weekend work

²Minguella, M and Buchanan, C. (eds.), The Use of Music as a Tool for Social Inclusion. (2009) Cork City Council.

Qualities:

Candidate should:

- Be self-directed and motivated, with an ability to work independently
- Have excellent inter-personal and communication skills
- Have excellent ICT skills
- Have excellent organisational skills
- Be familiar with issues around working with young people under the age of 18 (i.e. in relation to Child Protection and Health and Safety)

Ideally candidate would:

- Have experience of working with young people, preferably in music or the arts

