

## **Job Description and Candidate Information**

### **Programmes Administrator Music Network**

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#### **Overview**

Music Network is a national music touring and development organisation, passionate about making live music happen. The organisation holds a unique position in the Irish music sector and has been a highly valuable resource for the development and presentation of quality live music in Ireland.

Our integrated programmes, from our work in music education, to supporting musicians at varying stages of development through funding schemes and other initiatives, to providing concerts and learning and participation activities through our valued network of partners, supports our mission of providing access to exceptional live music for people across Ireland, and supporting the professional development of musicians.

Working with our Programmes Manager, Music Network is now seeking to appoint a Programmes Administrator to support the effective planning, delivery and management of our programmes. As well as providing important administrative support, the role focuses on enhancing the participatory and audience development impact of programmes through targeted initiatives and engaging and supporting musicians, promoters and other stakeholders.

Working as part of a small, close-knit team, this role needs someone who has experience in delivering music learning and participation programmes, a high standard of administrative skills and the personal impact to ensure strong professional relationships with the various stakeholders engaged and supported by Music Network's funding schemes and other initiatives.

The Programmes Administrator will play an important role in assisting in the delivery of a range of well-organised, imaginative, quality music programmes. The programmes focus primarily on classical, jazz and traditional music and deliver on Music Network's three strategic priorities - Musicians, Audiences and Partnerships.

These priorities are outlined in more detail in Music Network's [Strategic Plan](#).

This job description provides an outline of the key responsibilities of the role.

#### *Key Job Purpose*

The Programmes Administrator will manage and support key aspects of the effective running of programmes from planning stage and throughout implementation, initiate learning and participation and audience development ideas and activities, support the development of new programmes and manage relationships with, and services to, a range of stakeholders.

#### *Key Responsibilities*

##### Programme Planning and Development

- Providing support to the Programmes Manager as required on Music Network's National Touring Programme.
- Working closely with the Programmes Manager on planning, development and management of integrated audience development/participatory activities, primarily in association with Music Network's Touring Programme.

- In conjunction with partner promoters, researching and collating information on non-professional musical activity throughout Ireland, with a view to inviting participation on relevant programmes.
- Maintaining and developing effective relations with key stakeholders including partner promoters, Music Network's subsidiary company Music Generation, the network of local Music Education Partnerships, and other interest groups in relation to the above.
- Stimulating demand for these programmes as required.
- Keeping current with developments in participatory arts/audience development and music education both in Ireland and internationally.
- Through ongoing work, actively developing and maintaining positive working relations with other key stakeholders and colleagues in the arts/music sector including funders, professional musicians, peer organisations and non-professional performing groups, etc.

#### Programme Operations

- Assisting with delivery of our National Touring Programme, including ensuring all necessary documentation is in place to enable fee payments, invoicing artists and proofreading of promotional materials required for PR/marketing purposes.
- Delivering Learning and Participation initiatives in association with our performance programmes, realised in partnership with promoters, Music Education Partnerships, Music Capital Scheme Awardees etc.
- Monitoring, recording and evaluating key aspects of programme activities for a variety of purposes (publicity, learning what is working, future development ideas etc.).
- Administration of application processes as required, including monitoring to ensure compliance, tracking payments and liaising with our Finance Manager on financial requirements.
- Analysing and evaluating application and selection procedures and outcomes, and reporting on same.
- Working closely with our Communications team to ensure schemes and initiatives are effectively marketed and/or publicised.
- Assisting in the planning and delivery of musician training and development initiatives as required
- Assisting in relation to evening activities on occasion as required e.g. concerts.
- Liaising with the National Vetting Bureau on behalf of Music Network in relation to Garda Vetting requirements.
- Supporting implementation of the organisation's strategic policy to ensure a holistic, audience-focused approach to its range of programmes.

#### Reviews and Risk Assessment

- Conducting an annual review of Music Network's Child Protection & Welfare Policy and related documentation (to include vulnerable adults), ensuring it is in line with best practice.
- Acting as Designated Person in relation to Music Network's Child Protection & Welfare Policy and ensuring implementation of the policy & procedures.
- Developing risk assessment templates and carrying out risk assessments in relation to events as required.
- Conducting an annual review of Music Network's Funding Awards guidelines and related documentation, as required.

#### Ongoing development

- Assisting the Programmes Manager on development, promotion and implementation of new initiatives including Musician Residencies, as funding allows.
- Monitoring the success of programmes through feedback received, tracking demand for and attendance at learning and participation events and related concerts, enquiries/applications received, etc.
- Contributing new ideas which enhance the development of Music Network's Programmes, e.g. on outreach activities, musician career development initiatives, new audience development approaches.
- Assisting in servicing relationships with embassies, cultural organisations/agencies and other partners providing financial assistance for Music Network's programmes.

### *Key programmes*

Music Network's portfolio includes its National Touring Programme, associated audience and promoter development initiatives, and a range of supports for musicians:

- 9-10 tours per annum by small ensembles of up to 4 musicians, presented in venues across the country in partnership with a diverse network of partner promoters
- a partnership initiative with The Ark Cultural Centre for Children focusing on the creation and touring of original, child-centred live music experiences for family audiences
- a range of learning and participation events annually, facilitated by professional Irish and international musicians and organised in partnership with local partner promoters and/or music education institutions, Music Education Partnerships and others
- management of funding schemes, training programmes and other initiatives aimed at supporting musicians in developing their performance career, including Artist Residencies and the Music Capital Scheme.

### ***Terms and conditions***

Music Network is a not-for-profit organisation and a registered charity. A significant part of its funding is provided by the Arts Council. The activities outlined in this job description are based on the schemes currently funded or planned. As the organisation evolves, the nature and duties of this role may also evolve. Hence the profile of the work will evolve if and when funding decisions are finalised for new programmes or the renewal of existing programmes.

The role reports to the Programmes Manager and is based in Music Network's offices at the National Concert Hall Building in Earlsfort Terrace, Dublin 2. The salary offered is commensurate with equivalent administrative positions in the arts sector and will also depend on the experience of the successful candidate. This role involves the post holder working beyond the standard working hours including a willingness to keep up to date through attendance at events as well as some travel.



Other benefits include:

- a portable company pension scheme with employer contribution
- annual leave of 20 days in addition to 7 company days taken at Easter & Christmas
- death-in-service benefit of 2 times salary
- further education/training opportunities
- travel assistance (bike-to-work scheme/tax saver commuter tickets).

A complete list of benefits, terms and conditions will be made available to the candidate offered the role through Music Network's Employee Handbook.

### **Person Specification**

The successful candidate will be able to demonstrate examples from their past experience highlighting that they have both the capability and desire for this role. We are ideally seeking someone who has: -

#### *Experience and knowledge*

- A successful track record of at least 2 years' experience of working in the arts/cultural sector.
- Experience in design and/or delivery of music learning and participation programmes.
- A keen awareness of, and interest in, the issues surrounding music development in Ireland.
- Hands on quality experience of administration and compliance (preferably in relation to application processes) encompassing dealing with enquiries, communicating decisions/providing feedback, monitoring results and ensuring high standards of documentation and compliance.
- A genuine, demonstrable interest in music across genres, including classical, jazz and traditional music.
- An understanding of audience development concepts and techniques.
- Experience of actively developing and sustaining positive relations with a range of stakeholders.
- A third level qualification or equivalent, preferably in music or a related discipline.

### *Attitude, skills and abilities*

- A passion for providing people with opportunities for creative expression via participatory arts activities.
- A strong interest in music education.
- A genuine and active interest in the live music scene in Ireland.
- Effective communication skills, both written and verbal, with a positive interpersonal style suited to engaging stakeholders and being a key point of contact in relation to programmes.
- Good project management and organisational skills with excellent attention to detail
- Collaborative and service-oriented, with the ability to contribute in a flexible way as part of a small, close-knit team.
- A high level of computer literacy, including Microsoft word, excels and databases.
- Composed, with an ability to prioritise and manage the demands of a busy, multi-faceted role.
- Determined individual who brings energy and initiative to their role..

### ***Application Process***

Interested candidates are invited to apply by providing the following items **using the guidelines** contained in the appendix to this information: -

1. A CV highlighting your relevant experience for this role
2. A focused cover letter

Please forward your application in strict confidence -

**By email:** to [operations@musicnetwork.ie](mailto:operations@musicnetwork.ie)

The **closing date** for applications is **Friday 7th February 2020 at 12 noon.**

### **Interview Dates and Selection methods**

- Short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
- Candidates who are short-listed will be invited to attend for an initial interview to be held in Dublin on **Tuesday 18<sup>th</sup> February.**
- It is anticipated that the selection will be made based on this interview. Music Network may however decide to have a second interview with a shortlisted number of candidates from the initial interview.

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- This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job, but it is not intended as a wholly comprehensive or permanent description.
  - In the event that a large number of candidates meet minimum eligibility requirements for the role, Music Network may decide to invite a smaller number to interview. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.
  - The onus is on short listed applicants to make themselves available on the date(s) specified by Music Network and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their covering letter or CV.
  - Music Network is an Equal Opportunities Employer and is committed to the legislation governing the equality of opportunity.
  - To all recruitment agencies: Agency CVs or applications will not be accepted in relation to this role. Music Network is not responsible for any fees related to unsolicited applications.
  - For the purposes of administering the recruitment process for this role, Music Network will require your personal information such as name, address, phone number etc. All personal data will be processed in line with Data Protection Regulations and Legislation and will only be used as outlined above, to meet legal and regulatory obligations.

## **Appendix - Application Details and Guidelines for the role of Programmes Administrator Music Network**

Interested candidates are invited to apply by providing the following 2 items using the guidelines provided below: -

1. CV
2. Cover letter that engages with the opportunity presented by the role.

Apply by email (**operations@musicnetwork.ie**) and the **closing date is Friday 7th February at 12 noon.**

### **1. CV Guidelines**

- No more than **2** pages highlighting your *relevant* experience for this role
- Present your experience in *reverse* chronological order
- Where possible, give a brief insight into your exposure to and practical experience of music learning and participation programmes
- Indicate whether you have a full driver's licence/access to own transport
- Indicate 3 referees we may contact in the latter stages of the process. Contact details not necessary at this point.

### **2. Cover Letter**

A 1-page cover letter. It is essential that this addresses the below questions in a *concise* way: -

- What are the key elements of your experience in the areas of (1) music development (2) administration and (3) being a contact point with stakeholders that you would like to highlight and feel have prepared you for this role?
- What attracts you to the role/organisation?