

**Resource Worker**

**Music Generation Offaly**

**One year Fixed Term post**

**JOB DESCRIPTION**

Job Title: Resource Worker, Music Generation Offaly

Purpose of Job: To support the delivery of the current Music Generation Offaly Westmeath programme and to assist with the continuity of performance music education during the transition of the programme to become Music Generation Offaly as and from 1 January 2023

Responsible to: Chief Executive/Director of Schools/Music Generation Development Officer

Hours of Work: 37 hours per week in a flexible manner that may include evenings, weekends, and other times, in accordance with the programme needs.

Location: Primarily based in Castle Buildings, Tullamore for administrative work. Location for training, performances, and ancillary activities may vary depending on programme.

Remuneration: Remuneration for this post will be in line with all Department of Education relevant Circular Letters.

Salary Scale: €34,004– €58,306 (Pre 2011)

€31,217 – €58,306 (Post 2011)

**PERSON PROFILE**

**We are seeking candidates who:**

* Demonstrate an understanding of effective individual and group performance music education pedagogy
* Work effectively as an individual and as part of a team in both performance music education and administration
* Demonstrate a passion for performance music education and a commitment to their own continuing professional development
* Show an understanding of the wider music landscape in the midlands and associated links with national plans and programmes
* Work positively to promote the goals of performance music education
* Demonstrate a track record in the provision of a range of skills and services in music education.

**DUTIES**

Reporting to the Music Generation Development Officer, the Resource Worker will have responsibility for delivery of performance music education as well as day-to-day administration of the music education programme. Duties shall include, but are not limited to:

**PERFORMANCE MUSIC EDUCATION**

* Delivery of up to 20 hours of performance music education per week during term time and at other times as directed by the Director of Schools/Music Development Officer (in person and/or online, as required)
* Programme planning, development and design, incorporating different performance music education styles, including online programme design and delivery as required
* Assisting with the preparation and set up of group music classes, holiday camps, ensemble sessions (etc.) as necessary
* Assisting with the transition/integration of existing/new music programmes to LOETB, including Music Generation Offaly from Music Generation Offaly Westmeath
* Attendance at and engagement with Professional Development and training

**ADMINISTRATION**

The Resource worker will also undertake a key role in the organisation and administration of the Music Generation Offaly programmes including:

* Collating musician teaching schedules
* Monitoring and updating with partners and schools
* Providing event and project management support as required
* Supporting provider, partner, and other network meetings, where required
* Instrument Bank development and management including maintaining instrument and resource inventory
* Contributing to the maintenance of organisation databases
* Contributing to regular communications with musician educators, partner stakeholders, and other organisations
* General Office duties (including filing, copying, organising) as well as general office communications (answering email and telephone enquiries)
* Financial administration and recording: itemising incoming payments, issuing invoices and receipts as appropriate

**COMMUNICATIONS**

* Assisting with the preparation and distribution of press/communications and publicity material relevant to the work of Music Generation Offaly
* Assisting with photography/recording of rehearsals/concerts for archives and promotional use.
* Promoting Music Generation Offaly through relevant communication channels including social media.
* 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 where LOETB builds capacity in the area of music education. This may include the provision of support for, and working with internal committees, external stakeholders, and partner organisations.
* Undertake other duties at the direction of the Director of Schools/Music Development Officer, as required, to ensure the success of Music Generation Offaly and its financial viability.
* Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

**Person Specification**

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| Essential | Desirable |
| Personal Circumstances   * Available to work weekdays * Available to work some evenings and occasional weekends | * An appropriate third level qualification in music and/or music education and/or equivalent quantifiable experience |
| Work Experience   * Have a minimum of five years’ experience as a Musician Educator in a similar/equivalent setting | * A post graduate qualification in arts administration or media * Experience in delivering online music tuition |
| Characteristics/Attributes   * Be a motivated, accomplished, reflective musician with demonstrative skills in at least one instrument/voice * Have a proven track record in delivering to a high standard in at least one group performance music education context or genre * Have experience of leading youth ensembles * Have a full current driving licence with access to own transport | * Excellent communication skills, written telephone and interpersonal. Demonstrate the ability to plan, manage and deliver all areas of work in a thorough and organised manner * Be a self-directed worker with demonstrated ability to work on own initiative as well as part of a team |
| * Have a track record in the provision of a range of skills and services in music education to ensure viability in a full-time role | * Have excellent reporting skills, both written and verbal * Demonstrate competency in the use of computers as an administrative tool. ie word processing, database, spreadsheets * Have experience in social media and music promotion |