



**cetb**

Bord Oideachais agus  
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*Cork Education and  
Training Board*



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## **Music Generation Cork City**

**Position: Acting Co-ordinator, Music Generation, Cork ETB**

Cork City is among twenty two local authority areas selected for participation in Music Generation – Ireland's National Music Education Programme initiated by Music Network, with co-funding by U2 and The Ireland Funds and the Department of Education and Skills, and match funded locally. Music Generation Cork City was established in 2012, amongst the first phase of development of local music education partnerships. Annually, over 2000 children and young people participate in music education and participation opportunities each year in the RAPID areas of Cork City delivered in partnership with community music education groups.

Cork ETB, on behalf of Cork City Music Education Partnership, seeks to employ an acting Music Generation Co-ordinator to manage its partnership programme of music education based on a strategic plan for music education and the provision of instrumental and vocal tuition for children and young people in the Cork City area. This is a Fixed Purpose contract covering leave of absence. The successful applicant should have a breadth of experience and understanding of music education across a range of ages, genres of music and contexts, from pre-school age to young adults in formal and informal settings.

### **Qualifications for Post**

- An appropriate qualification in music, music education or related area from a recognised Institution is essential.
- A postgraduate qualification in arts administration is desirable.

## **Experience**

- Previous experience in arts administration preferable in the area of music education and/or music development.
- Working experience of music and arts education policies.
- A successful track record of initiating, managing and developing arts projects.
- Experience in organising Continued Professional Development for Music Professionals is desirable.

## **Person Profile**

- Highly motivated individual, with a passion and vision for music education.
- Demonstrates exemplary leadership capacity to champion, energise, motivate and deliver successful results.
- Excellent interpersonal skills with an excellent capacity to build and sustain strong working relationships with a range of groups, individuals, and organisations from a variety of sectors.
- Has the ability to establish, develop and sustain a range of partnerships.
- Demonstrates flexibility in their approach to work.
- Has the ability to manage and motivate staff.
- Has excellent communication skills.
- Has the ability to exercise judgement and to use initiative appropriately.
- Car owner / access to car, with full, clean driving licence.

## **Role Description**

### **Working with the members of Cork City Music Education Partnership**

## **Management & Co-ordination**

- Co-ordinate and manage the delivery of an established programme of provision based on a strategic plan for Music Generation Cork City.
- Budget management and development.
- Staff management.
- Programme management.
- Marketing / PR management.
- Responsibility for Evaluation and Quality Assurance.
- Oversee Administration.

## **Partnership**

- Network, build and develop partnerships with agencies, organisations, groups and individuals within the public, private, community and voluntary sectors.
- Access additional sources of funding.

## **Project Development**

- Develop the breadth and scope of the Music Generation Cork City in response to local needs.
- Establish programming links with education / arts / music / music education organisations locally, regionally and nationally.
- Develop and maintain on-going evaluation and quality assurance.
- Work with instrumental and vocal tutors in the design and development of programming and in promoting further professional development of tuition staff.

## **Participation in the National Programme**

- Work with Music Generation in establishing, developing and evaluating the services of Music Generation Cork City.
- Participate in the Music Generation National Network.
- Work with Music Generation on public awareness and advocacy initiatives
- Fulfill Music Generation reporting requirements as a condition of funding.

## **Music Generation Cork City**

- Report on a regular basis to the Chief Executive of Cork ETB or his/her delegated officer and provide quarterly updates to the Music Generation Cork City Steering Committee.
- Convene meetings, prepare agendas, write and circulate minutes and prepare reports.

Tenure: A fixed purpose contract will apply up to 15<sup>th</sup> July 2019 from the date of commencement subject to the continuation of the Music Generation Project. This contract is for the purpose of covering leave of absence.

The provisions of the Unfair Dismissals Acts 1977 to 1993 shall not apply to the termination of this contract for reason only of the expiry of the time period stipulated above.

Reporting: The applicant will be required to report to the Chief Executive of Cork ETB or his/her delegated officer on a regular basis and provide quarterly updates to the Music Generation Cork City Steering Committee regarding the work programme, operation, management and continuous development of the Music Service and to co-operate in full with the agreed management structure established for this purpose.

- Headquarters: The applicant will be assigned a headquarters at the discretion of the Chief Executive, Cork ETB or his/her delegated Officer to meet the needs of the programme and may be asked to work at, and from, other locations throughout the Committee's area from time to time.
- Salary: The salary attaching to this post is €45,000 per annum.
- Probation: The Project Co-ordinator will serve a six month probationary period which may be extended for a period not exceeding 11 months.
- Hours of work: The Project Co-ordinator will work for 37 hours per week. Attendance outside normal office hours will be required and flexibility will be required. Time Off in Lieu may operate on an agreed basis.
- Annual Leave: The annual leave allowance is 23 annual leave excluding Public Holidays and short breaks at Christmas and Easter.
- Garda Vetting: This post is subject to Garda Vetting and there being no disclosure of convictions which the Board considers would render the applicant unsuitable to work with children/vulnerable adults. This process will commence on appointment.
- Child Protection: The Co-Ordinator must be trained in Child Protection.

Full details about Music Generation are available on [www.musicgeneration.ie](http://www.musicgeneration.ie) . Applicants are advised to refer to the Music Generation National Guidelines available on this website.

Applicants invited for interview will be required to give a ten-minute presentation outlining their approach to the role of Acting Co-ordinator.

Application is by on line application form together with the addendum document which should be submitted by the closing date of **5pm on Wednesday, 11<sup>th</sup> July 2018.**

Application forms and further details of the post are available on [www.corketb.ie](http://www.corketb.ie) and follow the 'Vacancies' link under the 'Useful links' area.

Queries should be addressed to the Human Resources Department by email to [recruit@corketb.ie](mailto:recruit@corketb.ie) or telephone 021/4273377.

Music Generation Cork City is lead by Cork ETB with Cork City Council and a range of local music education partners and is funded by the Department of Education and Skills in partnership with these agencies.