****

**Music Generation Laois and Laois School of Music : Contract for Services Opportunity Resource Person**

Music Generation Laois is a music education service for children and young people in Co. Laois. It is part of Music Generation – Ireland’s National Music Education Programme, initiated by Music Network and co-funded by U2, the Ireland Funds, the Department of Education and Skills. Locally, Music Generation Laois is based in the Arts Office of Laois County Council and funded by Laois County Council, Laois Offaly ETB and Laois Partnership Company. The aim of Music Generation Laois is to provide a high-quality, inclusive and sustainable music education service to children and young people in Laois. Laois School of Music (LSM) is also based in the Arts Office of Laois County Council, established in 2001, LSM provides high quality music education to children and young people in Laois, including vocal and instrumental tuition, ensembles, and Junior Cert and Leaving Cert music courses.

Music Generation Laois and Laois School of Music now needs to contract the services of a Resource Person to work with both organisations for a ten week period, to assist with the high volume of student enrolments that occurs in late September/October each year. This contract will include assisting with day-to-day running and promotion of both organisations, processing enrolments, meeting and greeting students in our local tuition centre in Portlaoise and all aspects of activity that large music education organisations are involved in. We are looking for someone who is passionate about music education, is highly personable and able to engage with the public and with families in our service, is passionate about working with children and young people, and has excellent I.T., communication and organisational skills. This opportunity is offered on a contract for services basis.

**Education, training, experience:**

* An appropriate qualification in music, music education, the arts or related area from a recognised institution is desirable
* Full Driving License and access to a car is essential

***and***

* + Have excellent I.T. skills including working knowledge of Microsoft Office, Web Page Design/Editing photo manipulation software such as Adobe Photoshop and experience of using/updating Social Media such as Twitter and Facebook is essential
	+ Previous experience of working with children and young people
	+ Knowledge of music education sector is essential

**This will involve:**

* Supporting the planning and development of Music Generation Laois and Laois School of Music’s music education programme
* Supporting enrolment, administration, monitoring, reporting, resource management, event management and other aspects of project management of an extensive music education service
* Developing and providing internal and external communications, using relevant communication tools

**Administration:**

* Dealing with day-to-day inquiries from tutors, schools, centres, and the general public and assisting with enrolment of students and class scheduling
* Collection and lodgment of student fees
* Assisting with the processing of payments
* Assisting with the operations across all programme strands
* Assisting with performance and other Music Generation Laois/ Laois School of Music events
* Assisting with procurement and management of musical instruments/equipment
* Preparing agendas, writing and circulating minutes for Committee meetings

**Communications:**

* Assisting with the preparation and distribution of press/communications and publicity material relevant to the work of Music Generation Laois and Laois School of Music
* Assisting with photography/videoing of rehearsals/concerts for archives and promotional use
* Assisting with any other work of the Music Services as identified by Music Generation Laois Co-ordinator/ Laois Schoool of Music co-ordinator

**Location:**  28 hours per week, based in the Arts Office of Laois County Council and in our local Portlaoise tuition centre. The role requires flexibility, and includes daytime and evening work as identified by the Co-ordinators of Music Generation Laois and Laois School of Music

**Duration of Contract:** Contract to commence on Monday 2 October 2017 for a ten week period.

**Fee:** €4,200 payable over 5 instalments, and upon receipt of a valid invoice.

**Travel:** Travel expenses will be paid in addition to the contract fee, any travel must be approved in advance by the Music Generation Laois Co-ordinator/ Laois School of Music Co-ordinator

**Garda Vetting**: This post is subject to Garda Vetting.

**How to Apply:** Complete the Submission form and send by email to rflannery@laoiscoco.ie

**Dates:** Deadline for completed submission forms: 5pm, Thursday 21 September 2017.

Interviews to take place in Portlaoise on Tuesday 26 September 2017.

Contract to commence on Monday 2 October 2017.

**Please note that this is a contract for services and not an employment opportunity.**

********