



## Education and Administration Officer

### Role/Person description

Chamber Choir Ireland seeks to employ a part-time Education & Administration Officer to assist the Executive team of CCI with the organisation, promotion and operations of Chamber Choir Ireland as well as the direct lead on CCI's learning and participation programmes.

We are interested in hearing from people who have an enthusiasm for the arts (particularly music), arts education, coupled with excellent communication, organisational and IT skills.

This is a unique opportunity for an entry-level position in the arts, ideal for a candidate who wishes to learn more about the sector in a very hands-on way, while at the same deliver a key role within a small Executive team.

The role is initially for 6-months (probation period) with a review in early 2025

Duties will include:

#### **Education & Learning**

- Key liaison and administrator for all external learning and participation events and projects
- Scheduling and operations of all learning and participation events in consultation with the wider CCI Executive team
- Monitoring and evaluating all learning and participation programmes
- Processing of all relevant child safeguarding documentation

- Working with the wider CCI Executive Team to develop and implement new learning and participation programmes for CCI

### **Marketing & Development**

- Assisting the Marketing Manager with a range of Marketing tasks including regular updating of CCI website, updating customer database (ensuring GDPR compliance), filing of online event listings, delivering the CCI digital marketing strategy, and compiling information for CCI printed material
- Working with the Marketing Manager delivering front of house and box office services for all CCI-promoted concerts and events
- Working with the Development Manager and CEO on the completion of funding applications and reporting

### **General Administration & Operations**

- Archiving of all CCI materials including but not limited to printed material, photography, audio/visual material, and music library
- Filing and ordering of office supplies
- Dealing with day-to-day enquires from the general public
- Reconciliation and lodgement of box office receipts
- Assisting the production co-ordinator in rehearsal/concert set-up/get-out
- Assisting the operations' manager with all aspects of artistic administration including score preparation and distribution, artist travel/accommodation arrangements, scheduling, and day-to-day enquiries from artists

To undertake any other appropriate duties which may be assigned consistent with the post.

### **Qualifications, Skills, and Experience:**

- Excellent administrative and IT skills including working knowledge of Microsoft Office and/or Apple software.
- Excellent interpersonal and communication skills
- Good knowledge of record keeping
- Ability to process work with a high level of attention to detail
- A third level qualification in a related discipline is highly desirable.

### **Person Profile:**

- Demonstrates a willingness to learn on the job, and show a hands-on approach to delivery of the role.
- Demonstrates excellent communication skills, written, telephone and interpersonal and with a variety of stakeholders.
- Demonstrates an interest and understanding of music and the arts with particular attention to choral music.
- Demonstrates an ability to manage competing priorities and work to agreed deadlines
- Demonstrates the capacity to integrate and work well in a small team and to take initiative where required.

- Demonstrates a willingness to go above and beyond role descriptions to deliver on the best output for the organisation.
- Demonstrate excellent organisational, administrative and IT skills.

### Terms and Conditions

#### **Salary**

€20,400-€21,600 based on an average of 3 days per week (€34k-€36k FTE)

#### **Place of Work**

The CCI office is based in the National Concert Hall in Dublin and the majority of rehearsals and workshops take place there. CCI conducts workshops and education programmes, as well as performances, throughout the island of Ireland and the Education and Administration Officer will be expected to attend a minimum number of these events both in and outside Dublin.

The CCI office team operates on a hybrid model with a requirement for in-office attendance with the full team a minimum of 30%-40% of contracted work days meaning a minimum of 1 day per week in-office for this role.

#### **Working Hours**

Office working hours (including work from home days) are 7 hours per day with a 1 hour break for lunch.

The nature of much of the end-product work of CCI is such that evening and weekend work is required, with the Education & Administration Officer expected to attend and work a minimum of 75% of these events.

Chamber Choir Ireland is committed to a policy of equal opportunity and we encourage applications representative of the nine characteristics (gender, civil status, family status, sexual orientation, religious belief, age, disability, race, membership of the Traveller community, and including the tenth ground of socio-economic status) as set out in our [Equality, Diversity and Inclusion Policy](#)

Please highlight any relevant support or accessibility requirements in your application, so that we can do our best to accommodate them. Such requirements will not have an impact on the success of your application.

#### How to Apply

Applicants should submit a CV no more than two sides of A4 outlining experience as it pertains to this role, together with a cover letter drawing attention to how the applicant can demonstrate they have both the qualifications/skills, and fit the person profile as outlined above. Completed applications should be emailed to [majella@chamberchoireireland.com](mailto:majella@chamberchoireireland.com) by **5pm on Friday 2 August** with the subject line 'Education and Administration Officer Application'.

**Interviews to be held w/b 12 August**