

ADVERT ID 178134

General

The Mobile Music School

Unit K14 Drinan Enterprise Centre Feltrim Road Swords K67R802
<https://www.mobilemusicschool.ie>



MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Wed Aug 10 2022
Application Closing Date: Wed Aug 24 2022
Commencement Date: Mon Sep 12 2022
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:
General Manager
Description:
Job Description

Job Title
General Manager

Reports to
Director

Location
Swords, Co Dublin

Salary
€35,028.00 based on a 40 hour week to include 7 weeks holidays per year that coincide with the school holidays as outlined below

Closing date
August 24th, 2022

Our Company
The Mobile Music School delivers interactive, educational and fun based music programmes and workshops in primary and secondary schools, libraries and arts centres throughout Ireland. Other projects we produce and deliver include educational orchestral programmes and family concert days.

The Role
We are recruiting for a manager to oversee the day to day operations of our programmes in schools and work on developing our company ensure it continues to grow in the coming years

Our role will require a mix of working in our office in Swords Co Dublin, attending events/ productions and meeting clients/ tutors on site in their location

The Person
We are looking for an outgoing, assertive, practical, and focused professional who has very strong organisational, communication and interpersonal skills who has the ability to work on their own initiative

Key Responsibilities

- Establish strong working relationships with schools and educational centres
- Liaise with tutors, musicians, clients and oversee the scheduling, coordination and management of our programmes from inception through to completion
- Ensure smooth running of our programmes to include acting as a point of contact and customer service representative
- Work alongside our Curriculum Manager to ensure we are providing relevant training and resources to our team of tutors to include monthly meetings and reporting to your director
- Manage our office and carry out day to day administrative duties to support the smooth running of our company
- Manage accounts and follow up on any outstanding payments and invoices to include monthly liaison with our bookkeeper to ensure our accounts are reconciled
- Promote the music programmes provided by the Mobile Music School, generate leads and bring in sales in line with the company's business strategy on a daily basis
- Create suitable marketing content to be uploaded onto our website and social media content to include the creation of a monthly newsletter
- Produce monthly and termly reports to present to our director

Key Skills Required

- A people person with the ability to build long lasting relationships
- Ability to manage multiple projects at the same time
- Ability to design, manage and review projects successfully from inception through to completion
- Can work productively and confidently on own initiative and as part of a team
- A persuasive communication
- Excellent customer service skills
- Excellent computer/ digital skills
- Excellent organizational skills
- Strong management and leadership skills
- Ability to work as a brand ambassador for & active promoter of the Mobile Music School
- Ability to work to deadlines

Experience

Previous management experience is essential. Understanding of coordinating educational programmes preferred but not essential. Proficient understanding of music and or music education would be desired

Package

One year contract subject to successfully passing a probation period

Working 45 weeks per year

Salary of €35,028.00 p.a. paid monthly

Holidays include

- 1 week to coincide with October midterm break
- 2 weeks at Christmas in line with school holidays
- 1 week at Easter (second week of school holidays to include Good Friday)
- 3 weeks from mid-July through to August each year

How to apply?

Please submit your CV and cover letter to shay@mobilemusicschool.ie by August 24th

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Please send your CV and cover letter to shay@mobilemusicschool.ie
County: Dublin
Postal District: County Dublin
Enquiries To: shay@mobilemusicschool.ie
0872995666
Website: <https://www.mobilemusicschool.ie>
Further Information: <https://www.mobilemusicschool.ie>

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