



ARTANE SCHOOL OF MUSIC

HOME OF THE ARTANE BAND

St Davids Park, Artane, Dublin 5 D05 DT98

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The Artane School of Music is a registered charity in Ireland
CHY 10025 / RCN 20025281

Thursday, 15th October 2020

Position: Front of House & Facilities Assistant

Application Process

Interested candidates should email a **cover letter** stating why they are applying for this position and why they believe they are suitable for this role **plus** a copy of their **CV** to cora.doyle@artanemusic.ie no later than **9pm on Friday, 30th October 2020**. Ideally the candidate must be available to start employment on **Monday the 9th November 2020**.

All applicants must be eligible for Community Employment.

All applicants must be in receipt of social welfare payments for at least 12 months.

All applicants must be over the age of 21.

The Community Employment (CE) programme is designed to help people who are long-term unemployed (or otherwise disadvantaged) to get back to work by offering part-time and temporary placements in jobs based within local communities. Participants can take up other part-time work during their placement. After the placement, participants are encouraged to look for permanent jobs elsewhere, based on the experience and new skills they have gained while on a Community Employment scheme.

Interview Dates

Potential Candidates **must** be available for Interview on Wednesday 4th November 2020.

Shortlisting may apply.

Title

Front of House and Facilities Assistant.

The post will report directly to the Operations Manager.

The Ideal Candidate:

Skills

General office skills and confidence in the use of computer packages, i.e. email, google docs, google sheets, google forms, google calendar and proficient in using the internet.

Excellent attention to detail.

Excellent time management.

Interpersonal & good communication skills.

The ability to work well in a team environment and on their own.

Strong hospitality skills.

Excellent written and spoken communication skills.

Principal Duties and Responsibilities

Responsibilities include:

Answering/diverting incoming enquiries via phone and email.

Temperature Checking.

Directing students and members to their relevant tutor/room.

Ensuring relevant personnel Scan In and Scan Out using the QR Code.

Maintaining the Contact Tracing Record.

Maintaining School, Band and Choir Registers.

Ensuring the Attendance Records are up to date.

Maintaining the School and Band Timetables.

Instrument Allocation Upkeep.

Enrolling new students to the school and members to the band ensembles.

Wipe down of general touch points.

General Admin assistance as required.

Ensuring tuition and band fees are received on time.

Tenure

The position is **Fixed Term (1 Year)** and **Part Time (19.5 hours per week)**.

A **typical** working week **will** comprise 4/5 afternoons/evenings.

The candidate will be subject to a 6 month probation period.