

Required: Administration/Marketing Assistant (part-time)
Starting: December 2020 (approx.)
Contract: Fix-Term 12 month (initially)
Hours: 12-14 Hrs per month approx (€22 per hour)
Reporting: Artistic Director



Kids' Classics CLG is a not-for-profit organisation that provides high quality music making opportunities in educational, healthcare and community settings. *Kids' Classics* works in collaboration with national cultural institutions, universities, 3rd level nursing schools and local arts offices, to develop and build partnerships in the areas of arts & health, and music education at local, regional, national and international level.

Kids' Classics is now looking to expand and requires an administration assistant to join the dynamic team and act as an Ambassador for the organisation, working from their own home.

Support will include:

- Provide administrative support to the Artistic Director across all of *Kids' Classics* programmes
- Coordinate and liaise with venues, musicians and programme partners to gather feedback and produce high quality social media marketing content.
- Work with the team to understand timetabling challenges
- Manage and coordinate invoicing
- Assist with the development and completion of grant and fundraising applications
- Be flexible and responsive to the support needs of the organisation as they arise

Essential Skills and Experience:

- High level of literacy, communication and organisational skills
- Experience with social media and online marketing
- Computer literacy and knowledge of Microsoft Office packages
- Attention to detail and experience in copywriting
- Ability to manage several tasks and projects simultaneously, while working to tight timelines
- Self-motivated with the ability to work in an organised and efficient manner
- Demonstrable understanding and appreciation of the arts and culture or heritage sector

Desirable:

- A clear demonstrable interest in the Arts and/or Health
- Experience in grant writing of funding applications
- Experience in Arts or similar project management

**Applicants are invited to submit a cover letter and CV to Grainne Hope
By Wednesday Dec 2nd, at 5pm to GrainneHope@kidsclassics.ie**

www.Kidsclassics.ie