

COMPANY NAME: First Music Contact

JOB TITLE: Operations Assistant

BRIEF DESCRIPTION: We are looking for an individual to oversee and manage the day-to-day running of the office, assist in the planning of our events throughout the year and coordinate the logistics involved in our ten international conferences.

PURPOSE OF THE ROLE

As Operations Assistant of First Music Contact (FMC), you are a key member of our team. Your job is creative, dynamic, interpersonal and administrative combining all aspects of project management whilst executing one of the key objectives of FMC - supporting artists.

You will work across the three core areas of FMC's annual programming, ensuring their effective management, operation and delivery within budget - Music From Ireland, Breaking Tunes and Hard Working Class Heroes. Additional year-round projects include music trails, workshops and band consultancies.

When it comes to details, you are thorough with excellent lateral thinking capabilities. As the main supporting role to the CEO, you will have responsibility for engaging with and managing contract staff who are involved in FMC's various projects as well as supporting the CEO as necessary in areas such as fundraising and sponsorship, communications, project planning and administration. You may also be required to deputise for the CEO at meetings or events if required. Finally, you will be expected to contribute to the long-term development of the FMC organisation and the delivery of its strategic plan.

ABOUT FMC

FMC started life in 1996 as a cross border umbrella group for music collectives in Ireland, to promote, encourage and develop the work of music collectives. Expansion in recent years has seen FMC become the only free and independent information and resource organisation for popular musicians and the popular music sector in Ireland.

Our mission is to provide free information, nationwide clinics and one to one consultancies to inform people about opportunities in the sector and better educate musicians about the industry. We run the Hard Working Class Heroes festival, Ireland's premier A&R festival and conference, showcasing emerging Irish talent.

In conjunction with Culture Ireland, FMC runs Music From Ireland - an FMC spearheaded project, building a brand around Irish bands at international music festivals.

Our third core activity is the development of FMC's 'Breaking Tunes' website, a portal showcasing new Irish music. It is free for any musician to set up a profile.

FMC is grant aided by the Arts Council.

WHAT THE JOB ENTAILS:

General administrative duties:

- Office management duties such as dealing with and following up with telephone queries, office upkeep, printing, stationary etc.
- Scheduling of band consultancies.
- Scheduling of meetings and administrative support
- Maintenance of the FMC database, backend mail outputs, website updates, FMC newsletter.
- Collection of data and statistics for funding applications.
- Issuing and processing of questionnaires.

Music From Ireland duties:

- Compilation of CDs for international showcases.
- Booking backline for artists at showcases.
- Liaise with designer on MFI website with showcase information such as schedules and artist profiles.
- Booking of travel and accommodation for international conferences.
- Liaising with artists and speakers in advance of the events ensuring tech specs are in place, schedules are correct and people are fully briefed on their roles at the event.
- Attend meetings on behalf of Music From Ireland with other festivals and music export offices.
- Reporting to the financial controller with post-event breakdown of costs.
- Reporting to Culture Ireland on activities and feedback from artists at each event
- Planning of new events and markets for Irish Musicians

Hard Working Class Heroes duties:

- Coordination of the annual submission process, filing and processing applications and ensuring an efficient and well managed chain of communication to the HWCH team.
- Logistics for international industry attending.
- Management of database of speakers and music industry professionals.
- Coordination of panels and mentor sessions taking place at the festival.
- Liaise with artists and festival production team ensuring smooth and consistent communication between them.
- Liaise with sponsors of the festival in a professional manner.
- Working with the designer across all festival artwork, programmes and branding, ensuring media deadlines are met and quality control is executed to the highest standards.

PERSON SPECIFICATION - CRITERIA SOUGHT

Potential candidates for this post should possess:

- A third level qualification.
- a minimum of three years experience in a related role.
- Project management experience (such as staging of events, technical or production experience, event planning or experience working on a festival.)
- Excellent organisational and time management skills with a proven ability to multitask and work to tight deadlines.
- Experience managing budgets.
- Excellent communication and interpersonal skills.
- Excellent IT skills with knowledge of applications including Word, Excel, Powerpoint, Google Docs, Online Surveys etc.

The ideal candidate will also have:

- An ability to work autonomously.
- A passion for new Irish music and a general knowledge of the wider cultural landscape.
- A sense of humour.

TERMS AND CONDITIONS OF EMPLOYMENT

The position is for a one year contract and includes a 3 month probationary period. It is a full time role with a certain amount of late nights or weekends to be expected during busy periods of the year. Salary commensurate with experience.

HOW TO APPLY:

To apply for this position please send us a copy of your CV listing three references (preferably with their email addresses), and a cover letter which includes a section detailing in 250-300 words why you're the person for this role.

Applications must be submitted to jobs@firstmusiccontact.com and addressed to Maureen. Your application will be treated with the strictest of confidence.

Closing Date for applications is 5.30pm on **Friday 3rd March 2017**. Only shortlisted applicants selected for interview will be contacted. Candidates selected for interview will be asked to give a short presentation to be delivered to the interview committee. Details of this will be communicated in advance. First-round interviews will take place week beginning 20th March.

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