

## Overview of role 1848 Faculty/ Administration Assistant

<b>Role</b>	Faculty / Administration Assistant
<b>Hours of work</b>	Required to work a minimum 1-3 hours per week Total of 70 - 140 hours to be completed in one academic year
<b>Programme of Study</b>	Various
<b>Reporting to</b>	3 <sup>rd</sup> & 4 <sup>th</sup> Level Office
<b>Location</b>	RIAM/ 3 <sup>rd</sup> & 4 <sup>th</sup> Level Office, to include remote/offsite work

### Purpose of the role

Under Administrative/ Faculty Assistance the role requires assistance and support in a number of areas, including stewarding, music specialist administration (e.g., bowing/marking parts, scanning music), meeting prospective students, concert administration, equipment hire, support reception desk when required (which may require weekend work and outreach projects).

Hours to work are based on the value of the bursary awarded  
 €1,000 bursary is awarded for 70 Faculty Assistance Hours  
 €2,000 bursary is awarded for 140 Faculty Assistance Hours

The assistant will form part of the faculty and the 3<sup>rd</sup> and 4<sup>th</sup> Level Office providing support to the relevant Head of Faculty and Office, ensuring that services are efficient, effective and adapt to changing circumstances. This role will see communication with staff, students, and potential applicants, so the assistant will need to have excellent organisational skills, take initiative in the role, and have the ability to multi-task and prioritise.

### Duties and Responsibilities:

To provide support to the Head of Faculty & 3<sup>rd</sup> & 4<sup>th</sup> Level Office in the execution of the following duties:

#### Support for Administration

Assistance with social media, including uploading information, making updates etc. as required  
 Provide clerical support in the production of programme information, photocopying, exam handbooks, and issuing certs under the Junior Department  
 Produce information packs for incoming students, provide support for fresher's induction events, spotlight week  
 Provide administrative support to Junior & Tertiary offices when required

#### Assessment /Exams

Support the 3<sup>rd</sup> and 4<sup>th</sup> Level Office with the moderation process  
 Assist with the setting up of exam halls  
 Supervision of exams in the role of invigilator  
 Faculty Concerts 6 Sundays (January to May)  
 Support Musicianship exams  
 Exam invigilator under Diploma exams

#### Recruitment & Enquiry Management

Provide a service to schools, colleges, parents, students, and the community at large which will enhance the reputation of the RIAM  
 Help with RIAM Open Days, presenting a welcoming public face to the applicants and their families  
 Assist with marketing as and when required to promote increased applications and high retention rates  
 Provide support for fresher's induction events, spotlight week

**Instrument Hire**

Meet with students at agreed times to hand out instruments

Log and tracking of instruments hired out

Collection and return of instruments under agreed time /date and arranging safe storage of instruments

**Concerts/Competitions**

Support concerts under stewarding set up

Ushering and box office assistance

Junior Competitions January & February

Junior Piano Fest

Meet and greet students at the start of the competition

Score preparation

Contact students with competition schedule details.

**Library**

Be part of the Information Services Team as well as contributing to the Issue Desk Team.

Assisting Library users

Assist Library users with all general library queries received online and in person

**Assistant for Performing Groups**

Assist the Orchestral Manager at rehearsals and events throughout the year.

Support Orchestral Manager under auditions at the beginning of the year

Support Junior RIAM Performing Groups

Support Junior RIAM Platform Concerts

Keeping records of attendance and punctuality

Event set up: Setting up of chairs, music stands and percussion instruments, ensuring that all relevant music is available to orchestra members and conductors for rehearsal