

MUSIC EXAMINER JOB DESCRIPTION

The Royal Irish Academy of Music seeks candidates to join the RIAM Exams panel of music examiners. **Deadline for applications is Monday 29 September, 2025.**

Exam sessions are held three times per year, in the form of both live and digital recorded exams: generally, these sessions are Spring (Feb–Mar), Summer (April–June), and Winter (Nov–Dec). Training and examining work will focus on both digital recorded exams and live exams. Syllabi cover all family of instruments and live exams take place throughout the island of Ireland. Examiners will work closely with senior examiners and the RIAM Exams admin staff.

Applicants will be shortlisted for interview, which will take place on October 22nd, 2025 in the Royal Irish Academy of Music 36–38 Westland Row. Training will take place in November 2025. Subject to successful training, candidates will be invited to join the panel of examiners on a probationary contract.

EDUCATION

The ideal candidate

- Will be a competent musician
- Have a strong music education background
- Broad knowledge of instruments outside of their own area of expertise
- Instrumentalists and vocalists must have a strong basic command of piano (minimum standard grade V) as aural tests are played by the examiner during exams*
- Teaching experience is necessary
- Knowledge of RIAM Exam syllabi and exam system is recommended

***Please note:** as part of the interview, you will be expected to perform a specific aural test piece. You will be sent this in advance of the interview.

CHARACTER

The ideal candidate will have

- Proficient English (oral and written)
- Excellent time management
- Excellent organisation skills
- Excellent communication (writing reports, conducting exams, greeting and meeting candidates and Local Centre representatives)

In addition, the successful applicant will be able to adapt to specific situations as they arise in the context of the exam, while adhering to RIAM confidentiality policy.

MUSIC EXAMINER JOB APPLICATION FORM

PERSONAL DETAILS

Name:

Address:

Phone number:

Email address:

CHECKLIST (please underline the appropriate response)

<u>Teaching diploma/music degree</u>	YES	NO
<u>Piano skills minimum Grade V</u>	YES	NO
<u>Instrumental teaching experience (min. 3 yrs)</u>	YES	NO
<u>Orchestral/choral/accompaniment experience</u>	YES	NO
<u>Knowledge of RIAM exam syllabi</u>	YES	NO

EDUCATION/QUALIFICATIONS

Briefly outline any instrumental/vocal and/or third-level courses including place of study, period of study, and qualification(s) obtained.

WORK EXPERIENCE

Place(s) of employment	Position	Dates

CONTINUOUS PROFESSIONAL DEVELOPMENT

Outline any CPD that you may feel is relevant to this position.

THE RIAM EXAMS/PIANO SKILLS

Are you familiar with the RIAM Exam syllabi?
(please underline the appropriate response)

Yes **No**

If yes, which syllabus do you use?

To which levels have you taught?

Do you have accompaniment experience?
(please underline the appropriate response)

Yes **No**

If yes, briefly outline the type of accompaniment work.

To what level do you play the piano? (please underline/circle the appropriate response)

Minimum Grade V **Yes** **No**

Grade 6 or above **Yes** **No**

REFEREES (PLEASE SUPPLY THE NAME OF 2 REFEREES)

Referee 1:

Name:

Organisation:

Email:

Contact no.:

How is this person known to you:

Referee 2:

Name:

Organisation:

Email:

Contact no.:

How is this person known to you:

**DEMONSTRATE WHY YOU WOULD BE SUITABLE FOR THE
POSITION OF EXAMINER (SEE JOB DESCRIPTION)**

Please complete the following declaration and sign it in the appropriate space below.

I confirm that all the information given by me on this form is correct and accurate. I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:_____

Date:_____

Please submit your application by email to:

Royal Irish Academy of Music
36–38 Westland Row
Dublin 2
D02 WY89

By email, please your application to: lornahoran@riam.ie

Please note: incomplete application forms will not be considered.