

ADVERT ID 80147 *

General

BIMM

FAO: Alan Cullivan Address: BIMM Dublin 62 – 64 Francis Street Dublin 8 Ireland
<http://www.bimm.ie/dublin/>

MAIN DETAILS

Status: Deactivated
Level: Higher & Further Education
Date Posted: Tue Feb 14 2017 09:46:36
Application Closing Date: Tue Feb 28 2017
Commencement Date: Fri Mar 3 2017
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title: Academic Coordinator
Description: Reporting to: Education Manager
Contractual Hours: 9am - 6pm Monday to Friday

About BIMM Institute

BIMM (British and Irish Modern Music) Institute is Europe's leading provider of modern music education and currently runs colleges in six cities – London, Brighton, Bristol, Manchester, Dublin and Berlin. The Institute offers a full range of Higher and Further Education music courses at Degree and Diploma level, as well as a Postgraduate Teaching Course. Our series of professional, real-world focused courses includes programmes in Guitar, Bass, Drums, Vocals, Songwriting, Music Production, Music Business, Music Journalism and Event Management. Courses are validated by a range of Higher Educational partners including University of Sussex, Bath Spa University, Dublin Institute of Technology and University of West London.

BIMM is dedicated to enabling young people to progress from education into sustainable careers in The Music Industry.

BIMM colleges offer direct access to regular collaborative experiences, including masterclasses hosted by internationally renowned guest artists, end-of-term gigs, A&R panels, the annual BIMM album, and ongoing engagement with the industry, including work placements and internships. BIMM students also benefit from being connected to the largest alumni network in the industry, with graduate success stories including The Kooks; singer-songwriters Tom Odell, James Bay and George Ezra; and Ben Thompson from Two Door Cinema Club. Between them, BIMM alumni have won Brit and Ivor Novello awards, and have scored countless UK Top 10 albums and more than 30 UK Top 40 singles. BIMM colleges have over 6000 graduates in total, with almost 80% of these alumni currently employed in a variety of roles in the music industry, ensuring connectivity for all graduates directly into the alumni network at the very core of the industry.

Person Specification

This post is based at BIMM Institute Dublin and you will report to the BIMM Dublin Head of Education. The post holder will provide support to ensure the smooth running of the administration function in Dublin. As a member of the BIMM team you will also be expected to contribute to BIMM events as required. This may include evening responsibilities at the end of term and live & lyrical gigs.

Essential Criteria for Applicant

- Excellent proven ability to use Microsoft Office applications; accurate word processing and data entry skills
- Excellent communication skills and telephone manner with clients
- Minute-taking skills
- Excellent verbal and written skills
- Ability to prioritise and manage own time effectively, whilst being methodical and well-organised
- Excellent personal presentation
- Ability to take initiative and responsibility

Desirable Criteria for Applicant

- Knowledge of music/ music industry
- Experience of working in administration within an education environment
- Awareness of issues in Higher Education and Quality Assurance requirements
- Educated to degree level
- Ability to identify areas for improvement in administrative systems and propose solutions

Key Accountabilities

1. Administrator for Education Department

- a) To assist in the production of programme and partnership documentation and external QA documentation and to circulate these to appropriate personnel inside and outside BIMM.
- b) To create student class timetables for all courses and produce an individual timetable for all tutors, and to circulate accordingly.
- c) To have responsibility for room allocation planning and tuition hour estimation and maximisation of room usage, also overseeing the booking of external teaching spaces when required.
- d) To manage the tutor deputising calendar by coordinating with HOD's to ensure suitable teaching deputies are allocated to classes when required.
- e) To organise the re-scheduling or relocating of classes if required by liaising with Estates and Facilities Manager to ensure disruption to student experience is kept to a minimum.
- f) To draft and send correspondence to students as required.
- g) To participate in fortnightly HE Management Team meetings, and the compilation of a monthly report.
- h) Collation of Module Questionnaire feedback for all modules, and distribution to Module Leaders, in advance of Module Leader Reports.
- i) Importing & setting up all BIMM Dublin database information required for Celcat Database and assisting with the administration of VLE platforms.
- j) Compiling & collating and processing all BA3 and BA4 module choices. Processing demo submission requirements and arranging auditions requirements.
- k) Assisting Exams team with preparation for Exam Board and Exam re-sit Board.
- l) Coordination of additional assessments for Advanced Entry for external applicants where applicable.
- m) To assist with Open Days, Graduation & Enrolment, Initial Auditions, student gigs and promotional events.
- n) To play an active role in the maintenance and development of administrative systems.
- o) To assist the Head of Education with timetabling and collation of tutor observations.
- p) To display a willingness to be flexible regarding working hours during peak periods with time off in lieu.
- q) Arranging meetings and appointments relating to academic administration to include some minute-taking, room booking and preparing agendas / itineraries.
- r) Any other duties which may be required from time to time by the Principal.

2. General Administration

- Setting up and administering staff training events.
- Assist in the crosschecking of tutor timesheets for approval by the Finance department.
- Maintaining accurate records of all BIMM Dublin tutors, to include contact details and full up to date CV information.
- Ensuring all new tutors are inducted through the Garda vetting procedure.
- Ensuring that records are kept detailing the induction and training of all BIMM tutors.
- Managing all aspects of the administration of BIMM tutor and staff training programmes.
- Collecting CVs of potential new staff.
- Taking, disseminating and storing minutes of meetings with BIMM Dublin tutors and Heads of Department – as required.
- Supporting the Head of Education in all correspondence with HODs and Tutors
- Setting up meetings with key staff as required.

NB: This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post as directed by, and agreed with their Line Manager.

Link to full job description - <http://bit.ly/2jAtDGO>

Applications close Monday 20th February

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- [Standard Application Form](#)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- External Application Form

APPLY TO THIS JOB VACANCY

Apply To: FAO: Alan Cullivan

Address: BIMM Dublin
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Dublin 8
Ireland
County: Dublin
Email Address: alancullivan@bimm.ie
Phone:
Website: <http://www.bimm.ie/dublin/>

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