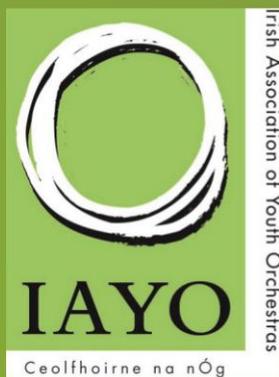




Irish Association of Youth Orchestras CLG
Programmes Manager (Maternity Cover)
Application Pack | March 2026



Irish Association of Youth Orchestras

Programmes Manager

(Maternity Cover — Expected Duration: 18 Months)

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Programmes Manager

The Irish Association of Youth Orchestras is seeking applications for maternity cover for the role of Programmes Manager.

Reporting to the CEO, this role is an excellent opportunity for someone who loves working with music and musicians to get involved in organising courses and concerts for groups such as the Irish Youth Wind Ensemble and the Irish Youth Baroque Orchestra, managing the annual Festival of Youth Orchestras, working with member orchestras and musicians on training courses and providing members and young musicians with resources through our music library and instrument bank.

The main aspects of the role include:

- Working with our artistic directors and collaborators in planning and on-site management of courses and performance tours for young people;
- Managing the annual Festival of Youth Orchestras at the National Concert Hall;
- Managing courses and workshops for youth orchestras and their facilitators;
- Overseeing the maintenance of our instrument bank, music library and other resources;
- Overseeing the daily work of our Administrator in their contributions to our programmes and feeding into performance reviews for staff;
- Working with IAYO members and young people to inform the future development of our activities and resources;
- Attending concerts and events and representing IAYO to our stakeholders.

Who Are We Looking For?

For the role of Programmes Manager, we are seeking a person with a passion for music and for enabling young people to participate in ensemble music-making who enjoys working as part of a flexible and committed team.

We are looking for someone who can lead in the delivery of our programme of events, activities and resources, work collegially with artistic directors and artistic staff, manage course staff and volunteers and be responsible for the wellbeing of the young people in our care.

Role Details

Role Title:	Programmes Manager
Location:	<p>Civic Trust House, 50 Pope's Quay, Cork and on-site at our courses and events.</p> <p>A blended approach to work will be considered but regular attendance at the office in Cork will be necessary as the role interacts strongly with other staff on an ongoing basis.</p> <p>Time on site at courses and events forms a necessary part of this work. The post holder may need to be away for up to ten days at a time and to attend events at weekends and on public holidays. Some international travel may also be necessary. (Usually attendance on events is much shorter.)</p> <p>We envisage up to twenty days on site in total during the course of a year. Time-off-in-lieu is given as described in IAYO's Employee Handbook which can be accessed at https://www.iayo.ie/about/transparency/.</p>
Contract:	<p>Expected duration: 18 months (to January 2028)</p> <p>Temporary full-time (35 hours per week).</p> <p>Annual leave of 25 days per annum.</p> <p>Start date between 04 May and 01 June 2026, dependent on the availability of the appointee.</p>
Salary:	€42-45k depending on skills and experience.
Eligibility:	<p>IAYO welcomes applications from non-EEA citizens. However, this role is not eligible for non-EEA residents who do not already hold a work permit. Please see the list of ineligible occupations at enterprise.gov.ie.</p>

Essential Requirements

Decisions made at shortlisting and interview will be made based on the following requirements:

- A genuine interest in supporting youth orchestras;
- Appropriate and relevant experience in music, project management or arts management and / or a relevant third-level qualification;
- Music literacy - working with and understanding musical materials is an integral part of this position;
- An ability to work effectively with artistic directors and artistic staff and to lead IAYO core staff, course staff, volunteers and other members of our teams;
- Excellent organisational and project management skills, including budget management;
- Strong decision-making and problem-solving skills;
- Effective time-management skills, including the ability to coordinate multiple projects;
- Excellent written and verbal communications skills;
- Full driving licence and access to a car;
- An ability to apply office and online computer tools to a high level of proficiency.

Desirable

We will also consider the following knowledge, experience and skills:

- Experience of working directly with young people in artistic activities;
- Knowledge or prior experience of orchestral and ensemble music-making;
- Knowledge of instrumentation and of printed orchestral materials;
- An ability to typeset and transpose instrumental parts.

How to Apply

Application for this post is by **application form** and **cover letter**. CVs will not be assessed.

In your cover letter, please outline your fit with the requirements of the position, specifically addressing the criteria outlined above, most particularly your relationship to and desire to work with music and with young people.

We don't expect candidates to show that they have experience in all aspects of the role as described in the Role Description. However, we do wish to establish that candidates have acquired relevant and related skills and that they are capable of fulfilling all the role requirements to a high standard.

Please keep your cover letter to a maximum of **two pages** of A4.

Applications are preferred by email to Allin Gray, CEO at allin@iayo.ie.

Applications may optionally be submitted by post or hand-delivered during office hours to:

Allin Gray
Irish Association of Youth Orchestras CLG
Civic Trust House
50 Pope's Quay
Cork
Republic of Ireland
T23 R6XC

Your application will be acknowledged within three working days of receipt. If you do not receive acknowledgement, please contact the IAYO office at info@iayo.ie or on +353 21 421 5185 / +353 86 057 0062.

The **Application Deadline** is **Tuesday, 07 April 2026** at **17:00** Irish Standard Time. Applications received after this time will not be considered. Interview offers will be made on or before Monday, 13 April 2026.

Interviews will take place on **Monday, 20 April 2026** at the IAYO office in Cork. Online interviews may be offered to eligible candidates.

The position will commence on **Monday, 01 June 2026** or as early as **Monday, 04 May** if the offered candidate is available to start at that time.

Assessment, Interview and Offers

Recruitment will be carried out in line with the IAYO *Staff Recruitment Policy* available at <https://www.iayo.ie/about/transparency/>.

All applicants will receive acknowledgement of their application within three days of receipt at the IAYO office.

All applications will be assessed by the IAYO CEO and one or two other panellists independently using the criteria outlined above and relating to the quality of the application, relevant experience and qualifications and candidates' presentations of themselves and their desire to work in the position.

Interview offers will be made on or before Monday, 13 April 2026. Those not being offered an interview will be informed at this time. Depending on the volume of applications, specific feedback may or may not be given in relation to applicants who have not been offered an interview.

A maximum of six candidates will be called for interview at IAYO's Cork office where they will be interviewed by the CEO and two other panellists including an external interviewer. Online interviews may be offered to eligible candidates.

Interviews will last c.50 minutes, during which candidates will be asked a number of set questions with further questions in development of answers received and / or relating to candidates' specific work experience and skills. To help make the interviews less pressured, a list of the set questions will be provided with interview offers.

In addition, there will be two unprepared exercises / discussion pieces — one relating to programme planning and one relating to safeguarding — to explore candidates' thinking and their approaches to their work.

The panel will assess each candidate separately as the interviews proceed and agree a final score / evaluation once all interviews have been completed.

It is envisaged that there will be one round of interviews only. If the panel decides to re-interview candidates, suitable notice will be given and any expenses incurred for a second interview will be reimbursed by IAYO.

Candidates will be informed as soon as possible if the panel wishes to offer the position to the candidate, to re-interview, to place the candidate on a reserve list or if a job offer is not to be made. All offers are pending satisfactory completion of reference checks and Garda vetting.

Equality of Opportunity

All existing and new positions and promotions within IAYO are open to anyone. In this regard, we operate our policies to ensure equal opportunities in every respect. We do not discriminate on the grounds of an individual's gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community.

IAYO is fully committed to ensuring that equal opportunities are implemented and developed. All our conditions of service, including pay and benefits, training, transfer and promotion opportunities and general career development opportunities, apply on a fair and equal basis to every member of staff.

To discriminate either directly or indirectly is unlawful and any unlawful discrimination by members of our staff will be dealt with in line with IAYO's Disciplinary Procedure.

When recruiting for various positions, selection will be made based on the candidates' suitability for the vacant position according to pre-determined job-related selection criteria which will be consistently applied throughout the recruitment process. Equality of opportunity will also include accommodating, where possible, the special needs of individuals to facilitate their participation in the recruitment and selection process. In addition, all employees have equal rights to opportunities for advancement within IAYO.

Referencing and Vetting

Employment with IAYO is subject to Garda Vetting and a child safeguarding referencing process. Any offer of employment is contingent on the receipt of documentary evidence of identity, suitable references as provided in candidates' application forms and completion of the vetting and referencing processes. Candidates may be excluded from working with IAYO on the basis of conviction for offences related to children or young people, convictions that might make a person unsuitable for working with children and young people or the expressed opinion of nominated referees that candidates are not suitable for working with children and young people.

Irish Association of Youth Orchestras

The Irish Association of Youth Orchestras is the national support and resource organisation for youth orchestras in Ireland. Membership of the Association is open to all youth orchestras in Ireland, whether linked to a school, a school of music, a college or university, or to an independent or community-based organisation. IAYO represents over 5,000 young musicians in 108 youth orchestras in Ireland and assists in the development of youth orchestras in all parts of the country.

IAYO is funded by The Arts Council, The Department of Education and Youth and Cork City Council. IAYO acknowledges the support of The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, The Arts Council and Music Network through the Music Capital Scheme 2010-2024.

IAYO is a member of the European Orchestra Federation, The Association of British Orchestras, The National Campaign for the Arts, the National Youth Council of Ireland, Volunteering Ireland and The Wheel.

Mission

The Irish Association of Youth Orchestras promotes and fosters the development of youth orchestras in Ireland.

Vision

We envision an Ireland where all young people have the opportunity to experience the joy of ensemble music-making.

Aims

- Build and strengthen the community of youth orchestras.
- Provide and facilitate advice and information for youth orchestras.
- Foster excellence through the provision of training and resources.
- Promote best practice artistically and in working with young people.
- Offer and facilitate performance and collaboration opportunities.
- Present excellence in the youth orchestra movement to a wider and more diverse public.
- Encourage collaboration between all stakeholders in the development of youth orchestras.
- Act as a connection between youth orchestras in Ireland and the movement internationally.

Values

Community: We value creative communal expression and unite all our stakeholders in the joy of music by creating spaces for networking, peer-learning and shared musical experiences at every opportunity.

Diversity: We welcome all people and embrace the diversity of contemporary Ireland.

Enjoyment: We place fun, personal fulfilment and celebration at the core of all our work.

Equality: We believe that all young people should have the opportunity to practice musicianship and access instrumental training.

Excellence: We encourage every young person to reach the highest potential that they aspire and commit to.

Integrity: We are transparent, honest and professional in all aspects of our work. We treat all people with respect, dignity and courtesy at all times.

Partnership: We value partnership with like-minded organisations that share or embody our values.

Sustainability: We value environmental sustainability and will reflect sustainable practices in our work.

Youth Participation: We put young people at the centre of our work, striving towards a partnership with them in our activities.

IAYO is resident at Civic Trust House in Cork, a shared administrative facility for the arts provided by Cork City Council. Our housemates include Cork International Choral Festival, Cork Jazz Festival Committee, Cork Folk Festival, Cork Theatre Collective, Ó Bhéal Go Béal Poetry Events, Smashing Times, Strive Theatre and Suisha Inclusive Arts as well as hot-deskers, sometime-residents and artists and groups that make use of our facilities.



Additional information on IAYO can be found on our company and activity websites as listed below.

- <http://iayo.ie/>
- <http://festival.iayo.ie/>
- <http://concorda.iayo.ie/>
- <https://www.eskerfestivalorchestra.com/>
- <http://iywe.ie/>
- <http://iybo.ie/>
- <http://conducting.iayo.ie/>

Programmes Manager

Role Description

This is a senior role in which self-direction and self-motivation are required. The Programmes Manager will work with and co-ordinate 100-or-more contract staff and volunteers during the course of our annual activities and will work directly with our artistic directors, course directors and managers in delivering our programme of activities and resources.

The specifics of this job description will be subject to occasional changes as the needs of IAYO develop and change and you may occasionally be asked to perform work that is not included in the role description. However, the workload and level of responsibility will not be substantially altered.

Course and Orchestra / Artist Workshop Management

- Liaise directly with artistic directors and staff, ensuring that all requirements and timelines are clear and in place and that all staff are provided with the resources they need to carry out their duties.
- Oversee the contracting of all staff and ensure that all staff working with young people on behalf of IAYO are appropriately referenced and Garda vetted.
- Manage activity budgets as agreed with the CEO, Course Directors and Managers. Draft initial budgets for courses and activities in support of funding applications and company budget management. Notify the CEO of any departure from agreed costs and agree mitigating action.
- Research options for accommodation, catering, rehearsal and performance venues where necessary.
- Ensure that all facilities, rehearsal and concert venues, catering and equipment are booked and costs are agreed in advance.
- Liaise with all venues and service providers for delivery, access and other requirements: in some cases, this is the responsibility of Course Managers.
- Conduct risk and accessibility assessments of course and activity venues or facilitate course managers in carrying out these assessments.
- Arrange purchase / hire / loans of sheet music, musical equipment and other materials.
- Draft or review / revise necessary protocols for courses, e.g. ticket sales and cash protocols.

- Produce schedules, timetables and appropriate information for staff and participants, in conjunction with collaborating partners where appropriate.
- Oversee the creation and management of application forms, processing of application information and distribution as necessary to artistic and organisational staff.
- Oversee the creation and management of medical and permission forms and rules for courses with collaborators. Ensure that all participants have signed / have permission as appropriate for participation in IAYO activities.
- Oversee the creation and distribution of feedback and evaluation forms to participants and staff.
- Review Medical Forms and Codes of Conduct for courses before they are distributed, with input from the CEO and other staff as necessary.
- Read and summarise feedback for the CEO, artistic directors, the board and collaborators.
- Manage courses and activities on-site where required in collaboration with artistic directors, collaborators and staff.
- Organise social activities for courses.

Festival of Youth Orchestras

- Book dates at the National Concert Hall (or other venues as necessary) two or more years in advance of the Festival.
- Liaise with the NCH House Manager and other staff to ensure the necessary facilities and staff are booked and in place.
- Keep NCH staff informed of rehearsal schedules and logistical information that is of concern to them. Provide a list of facilities required and requested: lighting, piano, audio equipment, etc.
- Act as the main point of contact for orchestra managers and conductors.
- Review and update the conditions of participation in the Festival.
- Review and update the information requirements from the orchestras.
- Ensure that all orchestra managers are fully aware of the conditions of participation and are fully informed of all matters relating to their participation in the Festival.
- Oversee the collection and collation of all necessary information from the participating orchestras and distribute to other staff as necessary.
- Create comprehensive flow charts for the day of the Festival.

- Book professional and voluntary staff for the Festival, making sure that everyone is clear of their respective responsibilities and time on duty.
- Update the necessary task lists, information sheets and protocol (in conjunction with the Marketing and Communications Officer) and distribute to relevant staff.
- Arrange the loan / hire of all necessary percussion and equipment.
- Negotiate and organise catering for all IAYO staff and participating orchestras on the day of the Festival along with interval and post-event receptions or oversee the Administrator in carrying out this work
- Oversee the marketing and promotions of the festival.
- Oversee the production of the festival programme including design, advertising and content.
- Monitor and manage ticket reservations and sales.
- Manage ticket allocations for orchestras and guests.
- Ensure staff are fed and have appropriate breaks in their timetables.
- Manage the festival on the day.
- Mentor and support the young people and volunteers who are managing the various aspects of the day.
- Ensure all staff have sufficient resources and that all necessary functions are carried out.

Music Library

- Purchase new music and replacement parts as agreed with the CEO or on receiving appropriate advice.
- Ensure that any copying of scores and parts by IAYO and others fits within the idea of 'fair usage'. In particular, discourage the copying of complete sets for use without originals.
- Supervise the Administrator in the day-to-day management of the library.

Instrument bank

- Arrange for the purchase and delivery of new instruments as agreed with the CEO.
- Make decisions regarding the allocation of instruments to members and other organisations and individuals.
- Supervise the Administrator in the day-to-day management of the instrument bank.

Funding and Fundraising

- Support the CEO in the preparation of funding applications by providing / working together on programming and programme budgets
- Support the fundraising efforts of IAYO by accommodating fundraising activities within programmed activities.

HR Duties

- It is not intended that the Programme Manager will be the line manager for core employees of IAYO. However, there will be situations where the Programmes Manager will have a supervisory role in relation to work activities. This includes overseeing the work of the Administrator and the Marketing and Communications Officer in relation to the programmes and activities managed by the Programmes Manager.

Child Safeguarding, Compliance and Governance

- Ensure that the IAYO child safeguarding procedures are adhered to on IAYO events and activities.
- Act as Designated Liaison Person on IAYO courses and activities that involve young people.
- Occasionally, process Garda Vetting Bureau applications and disclosures when the company Administrator is unavailable or on leave.
- Be fully conversant with IAYO policies and best practice and ensure the highest standards of compliance with and adherence to IAYO's policies and legal responsibilities. (The programmes officer will be expected to contribute their experience and knowledge to policy development and review but will not be responsible for policy development.)
- Support our collaborators and co-operate in implementing shared policies.

Membership

- Give advice, information and assistance to members and other stakeholders as appropriate or point them in the direction of such advice, information and assistance.
- Attending concerts and events and representing IAYO to our stakeholders.

Financial Management

- Work with CEO on the creation of annual and activity budgets.
- Manage programme budgets on an ongoing basis.

- Set up payees and payments and co-authorise with the CEO or a board member.

Touring Orchestras

- Facilitate international inbound and outbound orchestras with regard to access to instruments and equipment and information on venues and accommodation.

Reporting and Documentation of Work

- Contribute to Board Reports regarding the activities and resources under your areas of work.
- Continuously update the descriptions of processes in the company Standard Operating Procedures.

The Irish Association of Youth Orchestras CLG (IAYO) is the all-Ireland resource organisation for youth orchestras.

IAYO is a company limited by guarantee, registered in Ireland, No: 296500, and a registered charity, No: 20045623.

IAYO is grant-aided by The Arts Council, The Department of Education and Youth and supported by Cork City Council.

IAYO acknowledges the support of The Department of Tourism, Culture and Sport, The Arts Council and Music Network through the Music Capital Scheme 2010-2024.

Laoise O'Brien (Chairperson), Adam Antal, Kathrine Barnecutt, Hilda Chan, Ekenenna Chukwuewuzie, Avril Crotty, Katharine Mac Mághnuis (Vice Chairperson), Anna Rosa Mari, Louise McCarthy, Norah O'Leary, Julie Quinlan, Mark Thomas (Treasurer), Matthew Toal (Company Secretary).

Staff: Allin Gray (Chief Executive Officer), Fiona McEvoy (Administrator), Bernie O'Reilly (Marketing and Communications Officer), Sinéad Ryan (Programmes Manager), Rachel Dunne Lambe, Clara Scullion and Sibéal Ní Dhuibhir (Youth Participation Officers).

Registered Address: Civic Trust House, 50 Pope's Quay, Cork, Ireland.

T: +353 21 421 5185

M: +353 86 057 0062

E: info@iayo.ie

W: iayo.ie



An Roinn
Ealaíon, Oidhreachta agus Gaeltachta
Department of
Arts, Heritage and the Gaeltacht



Business to Arts
Developing Creative
Partnerships

