

Person Specification

Arts Programme Administrator

This person specification sets out the various criteria which are **essential** for the post and by which we will assess your application.

Education

Applicants must possess a relevant third-level qualification in an arts related field.

Experience

- Knowledge of Ireland's arts and culture environment, policies and structures
- A minimum of 1 to 2 years' administration experience in an arts related field.
- Strong interest and background in the arts.

Skills

- Excellent administration skills.
- An ability to analyse information quickly and communicate in a concise and articulate manner.
- Excellent written and oral communication skills.
- Strong project management and organisation skills, as well as attention to detail.
- A team player with good interpersonal and social skills and the ability to engage with a range of people.
- High level computer literacy and competency in Word, Excel and PowerPoint.
- An ability to administer CRM systems, preferably Salesforce.