

Age & Opportunity Arts Programme Administrator

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development.

Our mission is to enable the best quality of life for us all as we age. Our vision is of an Ireland where all older people can be more active, more visible, more creative, more connected, more confident, more often.

We work with local communities and organisations across the country to run a range of programmes and activities in three key areas:

- Age & Opportunity Arts provides opportunities for us to engage more in arts and cultural events and initiatives.
- Age & Opportunity Active is designed to get us more active and participate in recreational sport and physical activity.
- Age & Opportunity Engage offers a range of workshops and learning initiatives for our own personal development as well as opportunities for us to play an active role in our community.

We are recruiting a part-time Arts Programme Administrator, and we are looking for candidates who have a minimum of 1 to 2 years' administration experience in an arts related field, a knowledge of Ireland's arts and culture environment, policies and structures, and a relevant third level qualification in an arts related field.

Candidates must have excellent administration skills, great organisational and project management capabilities, and excellent written and oral communication skills.

A full job description and person specification is available here and on our website www.ageandopportunity.ie

This is a part-time position (22.5 hours), over a five-day week, with a salary of €28,000 pro rata, and 6 month specified purpose contract.

How to apply

Please send your CV and cover letter, outlining how you match the above criteria to:
Margaret Roe, HR Manager, Age & Opportunity at Margaret.Roe@ageandopportunity.ie

Deadline for receipt of applications is 12 noon on Monday the 23rd of May 2022. Interviews will be held on Wednesday the 1st of June via Zoom.

Age & Opportunity is an equal opportunities employer.

