

Age & Opportunity Arts Programme Administrator

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| Job Title: | Arts Programme Administrator |
| Organisation: | Age & Opportunity |
| Post Status: | 6-month specific purpose contract |
| Salary: | €28,000 (pro-rata) |
| Location: | Mix of remote working and based in Age & Opportunity offices in Griffith Avenue, Dublin 9 |
| Hours: | Part-time, 22.5 hours per week over 5 days |
| Application Deadline | Monday the 23 rd of May 2022 at 12 noon |
| Anticipated Interview Date | Wednesday the 1 st of June 2022 (online via Zoom) |
| Anticipated Start Date | Early July 2022 or sooner depending on the successful candidate's availability |

Job Description

Main Tasks and Responsibilities:

- Provide administration support to the Arts programme and to Arts programme personnel.
- Respond to incoming enquiries and provide an information service on all aspects of the Arts Programme and the organisation generally.
- Salesforce administration and information management.
- Assist in the administration of web and social media content in conjunction with the Communications team.
- Manage the online Bealtaine Festival registration process.
- Assist in the planning, organising and administration of logistics related to events, performers or artists and other personnel. Assist in

meeting and greeting, registration, being a point of contact, room set-up etc.

- Take responsibility for operational and office administration issues such as office logistics, filing, file management and archiving data.
- Provide assistance with budget administration and record keeping and invoicing.
- Assist in the administration of the development of new initiatives in consultation with arts professionals and key stakeholders (e.g. Local authorities, local government and communities, venue directors and regional arts boards).
- Support artists and other creative personnel on practical issues such as invoicing, contracts and payments.
- Provide administration support for funding applications.
- Provide back-up for general organisational administrative duties, including phone answering/door answering and post on the request of the Office Manager.
- Provide hospitality for visitors as requested.
- Keep the Boardroom stocked with Arts Programme materials, and ensure that it is tidy before and after meetings.
- Support the production of Arts Programme printed materials in conjunction with the Communications team, and arrange for distribution of printed materials.
- Provide administration support to media campaigns to achieve national public awareness of the Arts Programme in conjunction with the Communications team.

Other Responsibilities:

- Ensure adherence to defined quality, standards and policies on all projects undertaken.
- Follow the procedures outlined in Age & Opportunity's Employee

Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.

- Commit to the purpose of Age & Opportunity, and work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- Participate in regular supervision with your line manager.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health, safety and welfare risks in the workplace and bring any concerns to the attention of your line manager or Health and Safety representative.
- Contribute as an active member of the team, to the development and support of other initiatives within the organisation.
- Promote and represent Age & Opportunity on committees and at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and to be accountable for such expenditure authorised, and to ensure the appropriate coding of expenses.
- Undertake any other tasks as will from time to time be requested.
- Provide written reports as per deadlines requested.

Person Specification

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.

