

Age & Opportunity Arts Programme

Arts Programme Administrator

Position:	Full-time, 37.5 hours per week
Contract:	Permanent
Salary:	€32,000 per annum
Reporting to:	Arts Programme Manager (and Arts Programme Assistant Manager in her absence).
Location:	Hybrid. This will involve a mixture of working from home and a requirement to attend our offices / events in Dublin for a certain portion of the week. The employee may also be required to travel nationally for a number of Bealtaine events (usually between 2 and 3 events).

Background

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.

Through our Arts programme, we provide opportunities for older people to be more creative more often, to create meaningful participation and representation for all older people in cultural and creative life and to demonstrate and celebrate how our creative potential can improve with age.

We have an opportunity for a candidate with a strong administration background to join our Arts Programme team as our Arts Programme Administrator. This is an exciting opportunity to contribute to the area of arts and ageing, working in a very rewarding and diverse role.

For more information on Age & Opportunity and our Arts programme please visit www.ageandopportunity.ie.

Job Description

Main tasks and Responsibilities:

- Provide administrative support for the Arts Programme, including the Bealtaine Festival and the Arts Programme Development Strand.
- Respond to incoming enquiries and providing an information service on all aspects of the Arts Programme and the organisation generally.
- Assist in the administration of web and social media content for Bealtaine and the wider Arts Programme in conjunction with the Communications team.
- Provide assistance with budget administration and record keeping and invoicing.
- Coordinate and monitor contracts and prepare invoicing and payments for processing.

- Provide administrative support for funding applications.
- Support the production of Arts Programme printed and online materials in conjunction with the Communications Manager.
- Take responsibility for operational and office management issues such as office logistics, filing, file management and archiving data.
- Be responsible for the administration and information management of the Arts programme's impact measurement, monitoring and evaluation system.
- Be the point of contact for incoming enquiries and direct and resource those looking for support/information.
- Attend Bealtaine Festival events where appropriate (some of which may take place outside of normal working hours).
- Assist in the planning and organising of logistics related to events, performers or artists and other personnel.
- Moderate Bealtaine festival registration and website event uploading.

Other Responsibilities:

- Ensure adherence to legislation, regulations and defined quality standards on all projects undertaken.
- Follow the policies and 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 of the organisation.
- Participate in regular supervision with your line manager.
- Actively participate in full team meetings.
- 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.
- Contribute as an active member of the Age & Opportunity team, to the development and support of other initiatives within the organisation where relevant.
- Promote and represent Age & Opportunity on committees and at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for such expenditure authorised and ensure the appropriate coding of expenses.
- Provide written reports as per deadlines requested.
- Undertake any other tasks as will from time to time be requested

Person Specification

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

Education - desirable

A degree-level qualification in an arts related field is desirable. However, if a candidate has a significant level of experience, this may be considered in lieu of a degree-level qualification.

Experience – essential

- A minimum of 2 years proven track record of experience and achievement in the field of arts administration.
- Experience in using a CRM system, preferably Salesforce.

Skills and Abilities:

- A team player with good interpersonal skills and the ability to engage with a range of people.
- Excellent administration skills.
- An ability to analyse information and communicate in a concise and articulate manner.
- Excellent written and oral communication skills.
- High level computer literacy and competency in Word, Excel and PowerPoint.

Remuneration and Benefits

Age & Opportunity offers the following benefits in addition to salary:

- Excellent working conditions in our Dublin office with a hybrid working model in place.
- Flexible working arrangements.
- An 8% employer's contribution to pension (subject to a minimum 4% employee contribution).
- Annual leave of 24 days per annum.
- Paid Maternity / Adoptive leave after 12 months' service.
- Closure of the office on Good Friday and Christmas Eve (gift days).
- Employee Assistance and Wellbeing programme.
- Opportunity to avail of continuous professional development training specific to the role as deemed appropriate.
- Travel (bike to work scheme, tax saver commuter tickets).

The complete list of terms and conditions will be made available to the candidate offered the role.

To apply:

Please send your CV and cover letter, outlining how you match the above criteria, by email to margaret.roe@ageandopportunity.ie by 5pm on Friday the 12th of May 2023.

Interviews will be held on Tuesday the 23rd of May.

Age & Opportunity is an equal opportunities employer.

