**COMMUNICATIONS ASSISTANT – PROJECT ARTS CENTRE**

The Communications Assistant will report directly to the Communications Manager.

We are seeking an individual with energy and commitment, to support the growth and daily operations of the Communications Department of Project Arts Centre.

The individual will work closely with the Communications Manager, dealing with publicity, marketing, and communications, assisting with the development, implementation and co-ordination of the organisations marketing plan.

**Duties & Responsibilities include:**

* Marketing & promotion: promotional campaigns (development & scheduling), direct mail, e-marketing, advertising, social media management, website management (including content creation), materials distribution, copywriting and design.
* Press & publicity: drafting and distribution of press materials and releases, media monitoring, press reporting, event and invite management and institutional marketing support
* Development and management of our Friends/Patrons programme
* Box office operations & analysis including database management, industry benchmarking, website analytics and sales reporting

**Skills & Education:**

* High level of competency in written language, organisational skills with acute attention to detail, clarity of presentation and ability to handle a busy work load.
* High level of competency in IT including but not limited to Microsoft applications including Word and Excel, and a working knowledge of Photoshop, WordPress or similar CMS would be an advantage
* Experience with various social media profiles, including Facebook, Twitter, Youtube and Instagram
* The ability to work on your own initiative, and to work within a busy team environment, utilising one’s own problem-solving skills.
* An interest in contemporary arts in Ireland (including performance, music and visual art) essential
* Degree in an Arts or Marketing related subject an advantage, but not essential.

**Summary and Terms and Conditions**

Salary: €28,000-€30,000 pro rata dependent on experience

Pension: There is no company scheme but the company will facilitate payments to selected pension plan.

Holidays: 20 days each year, plus 9 days statutory Bank Holidays (pro rata)

**Application Process:**

* Applications should be sent to Melanie Wright, Communications Manager at **hello@projectartscentre.ie by 5.00pm on Friday 1September** - please include the reference **Communications Assistant** on your application.
* Applicants should supply a letter of interest in the job, including personal strengths, what specifically you might bring to Project Arts Centre’s Communications Department and what, if any, experience to date of arts marketing and communications.
* This is a full time position.

**Project Arts Centre** is Ireland’s leading centre for the presentation and development of contemporary art, dedicated to protecting the independent sector and nurturing the next generation of Irish artists across all forms of the performing and visual arts. For 50 years Project Arts Centre has played a leading role in the development of artistic practice in Dublin. Generations of artists and audiences have taken part in its programmes and some of these relationships now reach back thirty years or more. At the same time, new audiences and new artists are welcomed each year. The organisation recognises that as a contemporary arts centre it must engage with the rich array of communities and groups that make up contemporary Ireland and strives to reflect this in the diversity of its programme.