



Communications & Development Manager



Project Arts Centre is seeking an experienced, energetic and creative Communications and Development Manager...

... to undertake the efficient and effective delivery of an ambitious communications and fundraising strategy as part of a larger organisational strategy, Project 2020.

Project Arts Centre is more than a venue. Built around a community of artists, audiences, members, staff, Board and other stakeholders, it is:

A home for contemporary arts

A producing house

An artist resource

A critical hub.

The successful candidate will understand the artist led ethos at Project, which is creative, ambitious, loyal, edgy, energetic, supportive, passionate, empowering, courageous and open. They will be excited by the creative possibilities in promoting the organisation's unique identity and capacity.

The Communications and Development Manager is a key member of the Project Arts Centre team who will report to directly to the General Manager and work closely with the Artistic Director and other staff to develop and deliver Project's communications and income generation strategies.

The role will include the management of institutional marketing, press and publicity, staff, and the development of strategies for audience development, income generation as well as the provision of services to incoming artists, clients, friends and sponsors.

Duties and Responsibilities:

The Communications and Development Manager will be responsible for the ongoing development and evaluation of Project Arts Centre's Communications Strategy including the effective management of:

- marketing and promotional campaigns, direct mail, e-marketing, advertising, social media management, website management (including content creation), materials distribution, copywriting and design across the regular Project programme and once off events
- Press & publicity: drafting and distribution of press materials and releases, media monitoring, press reporting, event and invite management and institutional marketing support
- website development
- the communications budget
- research into audiences, monitoring of attendance across art forms and strategies for audience development
- Sales projections and monitoring of outcomes across Box Office and other income generation projects
- training, supervision and support of staff including casual staff/ interns as required
- internal communications systems, working closely with the General Manager

The Communications and Development Manager will also be responsible for:

- supervision of Box Office and its operations & analysis including database management, industry benchmarking, website analytics and sales reporting
- relationship management and delivery of Project Arts Centre's Development Strategy, in partnership with the Artistic Director including:
- the Friends/Patrons programme
- fundraising and sponsorship initiatives/ events





Skills and Education

The successful candidate will have:

- A minimum of three years relevant experience in Communications
- Experience of developing/ delivering fundraising / advocacy campaigns
- A 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.
- A 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
- An ability to work as a creative and cooperative part of a larger team
- Experience with various social media profiles, including Facebook, Twitter, Youtube and Instagram
- The ability to work independently and effectively in a busy environment
- Excellent problem-solving skills.
- Experience of managing and supporting staff
- A demonstrable interest in contemporary arts in Ireland most particularly in performance and visual art
- A Degree in an Arts or Marketing related subject will be an advantage, but is not essential.

Summary, Terms and Conditions

- Salary: €38,000-€40,000 dependent on experience
- Pension: There is no company scheme but the company will facilitate payments to selected pension plan.
- Holidays: 24 days each year (of which you must hold four days for company closure over the Christmas period), plus statutory Bank Holidays

Application Process

- Applications should be sent to Orla Moloney, General Manager at jobs@projectartscentre.ie by 5.00pm on Friday 19 October - please include the reference Communications & Development Manager on your application.
- Interviews for short-listed candidates will take place on Tuesday 6th November in Dublin
- Applicants should supply a letter of interest in the job, including professional experience, personal strengths, and how you would implement and extend Project Arts Centre's Communications and Development Strategies.
- This is a full time position, which includes one day a week ring-fenced for Development work.





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.