

Recruitment Call for Communications Coordinator

We are seeking to recruit a Communications Coordinator to support the work of the Dublin City Council Culture Company Communications Department

Closing date for applications: Wednesday 29 September 2021

About the position

Reporting to the Head of Communications and working closely with the wider team, the Communications Coordinator will assist with the efficient management of the communications functions of Dublin City Council Culture Company.

A key role in the department you will work to ensure the clear communication of our company's mission, vision and values across all channels, supporting all marketing, communications and sales activities across the organisation's programmes and buildings.

The Communications Coordinator will help achieve our ambitious aims to connect the citizens of Dublin through culture and conversation. Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, our work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods.

About the role

Function and role specification

The Communications Coordinator's duties will include:

Communications and marketing

- Assisting with the management of the day-to-day internal and external communications and marketing activities, in line with our Communications Plans
- Ensure all communication outputs are of a high standard, adhere to company design guidelines, and are produced on time and within budget
- Scheduling and supervising the distribution of printed materials and mailings

- Acting as the main point of contact for suppliers and contractors including - photographers, videographers, designers and printers.

Content creation

- Write copy, edit and proof communications materials.
- Producing company newsletters.

Social media & PR

- Assisting with the development and creation of social media content, as part of the wider communications team.
- Publicity - liaising with our publicists to support our press campaigns and activities, assisting with photocalls, drafting press releases, liaising with local news outlets and maintaining our press files.

Programmes support

- Act as lead communications liaison for a number of our programmes including The National Neighbourhood, Culture Club and others as required.
- Represent the communications department as part of the Universal Design and Accessibility working group to develop best practice standards for accessibility across all our communications platforms.

Feedback and reporting

- Reporting - assisting with the collation of market research and collating regular company reports.
- Maintaining the company archives.
- Working with the wider team to achieve the objectives of our public engagement/audience development plans for our buildings, to help to grow the reach of our programmes across the city.

Other

- Assisting the Head of Communications with financial management of communications budgets and expenditure.
- Assisting with development of the company CRM (Insightly).
- Attend regular communications team meetings and monthly all-team meetings.
- Other duties as required.

Role requirements

The ideal person for this role will have:

- A minimum of 2 years of experience in a similar role
- Strong administrative and organisational skills, with excellent attention to detail
- Excellent communication, interpersonal skills and self-initiative

- Be able to work independently and as part of a small team
- Be able to multitask, remain calm under pressure and meet tight deadlines
- Be able to efficiently and effectively manage external contractors, such as graphic designers, printers, videographers and photographers
- Ability to plan, organise and lead a project, and to work to deadlines, with flexibility around working hours
- Proficiency in Microsoft office and GSuite is essential, experience with other systems including Ticketsolve (Ticketing), ContentCal (Social Media Scheduling), Zoom Webinars an advantage, Insightly an advantage.
- An interest in culture, heritage and arts, and the provision of cultural services at a local level
- An understanding of the work of Dublin City Council Culture Company and its ambitions
- An instinctive ability to think creatively - to try, fail, learn, and try again

Position summary

Post Title:	Communications Coordinator Dublin City Council Culture Company
Post Status:	Fixed Term Contract (full-time), 3 years, 6 month probationary period.
Location:	Dublin City Council Culture Company, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8.
Reports to:	Head of Communications
Key relationships:	Digital Manager, Communications Manager (Venues), Marketing & Relationship Manager, Visitor Experience team and Engagement team
Salary:	€31,200 gross p.a.
Pension:	A contribution of 10% of salary will be made to an agreed pension Savings scheme subject to the individual contributing a similar percentage.

How to apply

Applications are now invited from applicants who meet these published requirements.

Applications must include the following:

- CV (including the names and contact details of two referees)
- A one-page letter citing your specific skills, knowledge and experience relevant to the role specification and requirements.
- A one page cover note outlining why you would like to work in this role with the Culture Company

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Communications Coordinator" in the subject line. Applications received after the closing date and time will not be accepted.

Closing date for this application is Wednesday 29 September 2021.

The information supplied in your application will be reviewed against the requirements set out in this notice by a panel. Dublin City Council Culture Company reserves the right to shortlist applicants and/or call people for an interview. Interviews will be held during the week beginning Monday 11 October 2021, subject to government guidelines; these may be online or may be in person. It will not be possible to provide application process feedback to unsuccessful applicants.

Garda vetting is mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence. The successful applicant will also be required to attend Child Protection and Disability Equality Training.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, Universal Design and reasonable accommodation for people with disabilities are taken into account. Dublin City Council Culture Company is an equal opportunity employer. [Please see our Equal Opportunities Policy here.](#)

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants.

Interviews will take place in an accessible location. We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations. [Please see our Privacy Notice for Job Applicants here.](#)

About Dublin City Council Culture Company

Established in March 2018, Dublin City Council Culture Company runs cultural initiatives and buildings across the city for, and with, the people of Dublin.

Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, the company's work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods. We connect people and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

For more information, see www.dublincitycouncilculturecompany.ie

In addition to its city-wide work, Dublin City Council Culture Company operates two cultural buildings: 14 Henrietta Street (since it opened to the public in September 2018) and Richmond Barracks (since January 2020).

14 Henrietta Street

We protect, share and add to the cultural life of the city. We tell stories, make connections and uncover history. 14 Henrietta Street is a social history museum of Dublin life, from one building's Georgian beginnings to its tenement times. We connect the history of urban life over 300 years to the stories of the people who called this place home.

We bring to life the stories of the humans who passed through the house, their changing circumstances, their experience of family life, of politics, and the impact of world affairs.

By listening and talking with visitors, historians, local residents and their families and through the knowledge of others, the museum continues to discover new stories, gathering memories and adding to the museum's collection and visitor experience.

You can read more about 14 Henrietta Street at www.14henriettastreet.ie

Richmond Barracks

At Richmond Barracks we offer a range of tours and programmes which aim to amplify it as a neighbourhood hub that celebrates the rich stories and experiences of the local community, past and present.

A venue of historical importance located within a vibrant community, the building will soon co-locate a library, workshops and cultural activities, along with a programme of historical tours and talks. By listening and engaging with visitors, makers, historians, local residents and their families, Richmond Barracks will continue to evolve as a community space, informed by the desires and interests of people in the area.

You can read more about Richmond Barracks at www.richmondbarracks.ie

Ends