

# Recruitment Call

## Communications Coordinator (Venues)

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

**Closing date for applications: Monday 23 May 2022**

### About the position

Day to day, you'll manage and help develop our ambitious targets, helping us to reach out to existing and new audiences of our cultural buildings. This is a great opportunity for an enthusiastic marketing and communications person to join our team.

Reporting to the Head of Marketing, Communications and Audience Development and working closely with the wider team, the Communications Coordinator (Venues) will assist with the efficient management of the communications functions specifically in relation to the venues Dublin City Council Culture Company operates.

This role will play an integral part in the communications team. This role will lead the delivery of the communications, audience development and marketing activities relating to our buildings (14 Henrietta Street and Richmond Barracks) and their programmes. You will work closely with the Visitor Experience and Creative Engagement teams to support the activities and programme of both buildings.

This is a key role in the department supporting all marketing, communications, and audience development activities across the organisation's buildings. The Communications Coordinator (Venues) will help achieve our ambitious aims to connect the citizens of Dublin through culture and conversation.

### About the role

The role requires responsibilities in the following areas:

- Communications and marketing
- Content creation
- Social media & PR
- Programmes support
- Feedback and reporting

## **Function and role specification - Communications Coordinator (Venues)**

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### **Key responsibilities:**

#### **Communications & PR**

- Work with the Marketing, Communications and Audience Development to develop a communication & marketing plan for each building.
- Oversee the delivery of the communication & marketing plans for each of the buildings.
- To ensure that all company communications adhere to the company's brand guidelines, visual identity and are in line with the Company Strategy.
- Public relations - act as the main point of contact for press enquiries, draft press releases, and issue event listings. Work with the Marketing, Communications and Audience Development and our publicists to identify key publicity opportunities for 14 Henrietta Street and Richmond Barracks that promote and demonstrate the value and impact of our work.
- Management of all advertising associated with the buildings and building based programmes.
- Work on press kits for both buildings or programmes of the buildings in support of planned launches and similar.

#### **Digital communications**

- Drafting and scheduling email newsletters for 14 Henrietta Street and Richmond Barracks
- Working closely with our Digital Communications Manager to ensure the building's websites are up to date and reflect the work of the buildings.

- Responsibility for social media content creation for both buildings, to ensure that all digital platforms reflect the work of the company at 14 Henrietta Street and Richmond Barracks
- Working with the Digital Manager to manage online advertising through Google Adwords & social advertising.
- Assisting with digital reporting as needed.
- Finalising recordings of all programmed talks as part of *Teatime Talks* and *Mondays at the Mess*

### **Suppliers**

- Scheduling and supervising the creation and distribution of printed materials and mailings.
- Acting as the main point of contact for suppliers and contractors working on projects for our buildings including - photographers, videographers, designers and printers.
- Work as required to ensure visitor focused signage is in place in both buildings.

### **Networking, Relationships & Audience Development**

- Represent Richmond Barracks and 14 Henrietta Street at local networking groups, act as an advocate for our work in both locations.
- Support the marketing and communication needs of the sales functions at Richmond Barracks and 14 Henrietta Street - school bookings, group bookings, tour operators, venue hire, merchandise etc.
- Support the development of new retail offerings when required.
- Develop a Venue Hire brochure for both locations.
- Work with the wider team on award applications and presentations for the buildings.

### **Finance & administration**

- Represent the Communications department in the Company's Universal Design and Accessibility working group. Universal Accessibility is a key work plan for the Culture Company.
- Assisting the Head of Marketing, Communications and Audience Development with financial management of communications budgets and expenditure for 14 Henrietta Street and Richmond Barracks.
- Reporting - assisting with the collation of market research and collating regular company reports.
- Attend regular communications team meetings.
- Attend all-team meetings where possible and/or have discussions and regular connection with the wider Company team on ideas as they emerge.
- To work in a manner informed by the values and aims of Dublin City Council Culture Company.

### **Role requirements**

The ideal person for this role will have:

#### **Essential criteria**

- A minimum of 2 years of experience in a similar role
- Strong administrative and organisational skills, with excellent attention to detail
- 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
- Be able to multitask, remain calm under pressure and meet deadlines
- Proficiency in GSuite and Microsoft Office is essential, experience with other systems including Ticketsolve (Ticketing), ContentCal (Social Media Scheduling), Zoom Webinars and Insightly an advantage

#### **Desirable criteria**

- Be able to work independently and as part of a small team
- Excellent communication, interpersonal skills and self-initiative
- 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 (Venues) 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 Marketing, Communications and Audience Development

**Key relationships:** Digital Manager, Communications Coordinator, Marketing and Relationship Manager, Visitor Experience team and Creative 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.

The company facilitates working from home suitable to the requirement of the position, this can be discussed further with the successful candidate.

### **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 two page letter citing your specific skills, knowledge and experience relevant to the role specification above with reference to 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](mailto:recruitment@dublincitycouncilculturecompany.ie) with “Communications Coordinator (Venues)” in the subject line. Applications received after the closing date and time will not be accepted.**

Closing date for this application is **Monday 23 May 2022**

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 most likely during the week beginning Monday 6 June 2022, and 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 may be mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence. The successful applicant may also be required to complete mandatory training in line with the requirements of their role or broader company requirements. It will not be possible to provide application process feedback to unsuccessful applicants.

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.

In addition to its city-wide work, with programmes such as The National Neighbourhood, Culture Club, Culture Connects, the Dublin City Council Culture Company operates two cultural buildings: 14 Henrietta Street and Richmond Barracks. It also runs informational programmes and research such as Culture Near You and others.

**For more information, see [www.dublincitycouncilculturecompany.ie](http://www.dublincitycouncilculturecompany.ie)** and also the websites of [14 Henrietta Street](#), [Richmond Barracks](#) and [Culture Near You](#)

### **Our vision**

A Dublin where culture connects everything and everyone.

### **Our mission**

Connecting people through culture and conversation to ignite imaginations and experiences.

### **Our values**

We are led by our values. They guide what we do and how we do it.

**Participation:** We make culture real. We connect, activate and support people to revel in their imagination and creativity.

**Partnership:** We know we are stronger together. We are a catalyst, bringing people and organisations together to grow knowledge, understanding and respect.

**Relevance:** We believe culture is at the heart of human development and quality of life. We aim to embed culture in the everyday life of the city.

**Capacity-building:** We appreciate learning. We develop and share new ways of working that enable everyone to create more connections to culture.

**Quality:** We do everything in the best way possible. We find and use knowledge, experience and skills to build impact, quality and sustainability into every project.

**Our goals 2019-2024**

We have identified five goals - to engage, experiment, learn, share, embed - working with, through and for people in Dublin.

**Ends**