

Age & Opportunity Arts Programme

Arts Programme Administrator

Position:	Part-time, 25 hours per week (ideally over 5 mornings but negotiable)
Contract:	Fixed term contract for 12 months
Salary:	€23,333 per annum (pro-rata of 35,000, based on 37.5 hours per week).
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 two days per week. The employee will also be required to be available and travel locally and nationally for events, in particular in May, for the Bealtaine Festival.

Background

Age & Opportunity is the national organisation working to enhance wellbeing for older people through participation in sport and physical activity, arts and creative engagement, personal development, community collaboration and active citizenship.

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 Arts 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 provide an information service on all aspects of the Arts Programme and the organisation generally.
- Lead in the administration of web and social media content and management 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 coordination issues such as office logistics, filing, file management and archiving data for the Arts Programme.
- Be responsible for the administration and information management of the Arts Programme's impact measurement, monitoring and evaluation system.
- Attend Bealtaine Festival events when required (some of which will take place nationally and outside of normal working hours).
- Assist in the planning, organising and devising of events, as well as logistics related to venues, audio visual arrangements, artists and other personnel.
- Moderate Bealtaine festival registration and website event uploading.
- Update and maintain Salesforce (CRM system).

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 will be required from time to time.
- 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 achievement 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 essential or desirable for the post and on which we will be shortlisting all applications.

Experience Essential

- A minimum of 2 years proven track record of experience and achievement in the field of arts administration.
- Previous experience of coordinating and developing social media content

Experience – Desirable

- Experience of Salesforce is highly desirable.

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.

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 and must be fluent in English.
- Flexible approach to diverse work situations
- High level computer literacy and competency in Word, Excel and PowerPoint.
- Candidates must have the appropriate visa or right to work in Ireland

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.