



Public Engagement Assistant

St. Patrick's Festival 2022

Job Description

Role Title:	Public Engagement Assistant
Reporting to:	Director of Public Engagement & Strategy
Contract length:	January – March 2022
Contract start date:	Wednesday 5 th January 2022
Contract end date:	Friday 1 April 2022
Payment:	€30,000 per annum pro rata
Location:	Working from Home & at Unit 1, Blackhall Green, Blackhall Place, Dublin 7

General terms:

- Monday to Friday, 35 hours p/w from 5 January – 1 April (start date is negotiable)
- Includes working through St. Patrick's Festival, March 16 – 20, 2022
- Mix of office-based and remote work, the Department are a mix of remote and office workers, and welcome applicants from across Ireland.
- Office-based work will take place in the St. Patrick's Festival office in Unit 1, Blackhall Green, Blackhall Place, Dublin.
- The appointee will be required to work in Dublin throughout the Festival period, (approximately March 14 – 20, subject to change and dependent on prevailing public health guidelines at the time).
- Please note that some evening and weekend work may be required due to the nature of the role but may differ dependent on the requirements of the Festival. In addition, employees may be required to work more than 35 hours to meet the needs of clients or the Company. Any requirement to work excess hours will be discussed in advance with the member of staff concerned and shall be worked in a manner that complies with the Organisation of Working Time Act, 1997.

St Patrick's Festival

St. Patrick's Festival, Dublin is Ireland's biggest annual national festival event, one of the world's biggest outdoor festivals, a significant multidisciplinary arts and cultural event that is centered around Ireland's national holiday on March 17th. St. Patrick's Festival aims to positively reflect our cultural and artistic heritage, to celebrate the authentic values of Ireland and the Irish at home and abroad, and to showcase a vibrant, diverse, and inclusive contemporary Ireland on a global platform.

St. Patrick's Festival 2022 will take place in March over 5 days , and will feature an ambitious array of events, from the world-renowned televised St. Patrick's Festival Parade and other large-scale outdoor event, to specially commissioned performances of music, dance, theatre, film, visual arts and exhibitions, plus food markets, funfairs, poetry and ballad trails, city walking tours, partner activations, community projects, SPFTV broadcasting programme to audiences around the world and much more.

Purpose of Job

The responsibility of the Public Engagement Assistant will be to work with the Director of Public Engagement and Strategy to support the Department and the work it undertakes for the Festival which includes Public Engagement, Marketing, Communications, Digital, Social, Content, Design and Brand Management.

In this role, you will be the vital first point of contact for funders, partners, stakeholders, and agencies. You will deal with emails and calls in a timely and informative manner, enabling team meetings, updating, and managing work schedules, liaising with all Departments within the Festival and externally with funders, partners, and stakeholders. You will assist in marketing and communications activities and contribute to the overall Public Engagement strategy for the Festival.

You will be the liaison between the Director of Public Engagement and Strategy and the wider team, ensuring that work is prioritized, and workflow is maintained, queries are answered and an efficient sign off system is instigated.

The role will also involve supporting the wider team as a key member of the Public Engagement team. This role is pivotal to the efficient running of the Public Engagement Department and the successful candidate will maintain excellent relationships and communications with all departments within the Festival.

This is a great opportunity to work with a festival team in a fast-moving environment and would be particularly suitable for candidates who have a desire to build a career in arts management and administration, and/or cultural marketing and communications.

Duties and Responsibilities *(please note the below is not an exhaustive list):*

- Supporting the Director of Public Engagement & Strategy, the Public Engagement team including the Marketing & Media Partnerships Manager, Digital Marketing Manager, Content Producer, and key team members as required.
- Answering and managing queries (by phone and email) from media, agencies, partners, and stakeholders, managing responses where necessary and distributing to relevant team members as appropriate.

- Managing the PE Department work schedule, co-ordinating internal meetings, enabling daily group and one to one meetings, creating and updating workflow spreadsheets and ensuring workflow is maintained, work is prioritised and ensuring efficient sign off of materials and assets.
- Attending and minuting external meetings, in person and virtual, with funders, partners and stakeholders and distributing action documents with teams and partners efficiently and maintaining positive and helpful working relationships with all.
- General administrative duties, including database updates, ordering couriers and taxis, managing post, issuing, and tracking POs, etc.
- Management and maintenance of digital filings such as artwork, imagery, video, media releases, stakeholder, and partner agreements etc
- Supporting in day-to-day duties including co-ordinating information, materials, and assets, liaising with other Departments such as Programming, Production, and the Director's office, and with external agencies such as web developers, designers, creatives, PR agency, stakeholders, funders, partners etc
- Assisting at Public Engagement events, bookings, contracts, management of guestlists, input into event concepts and development etc
- Contributing to the Public Engagement team in terms of creative, ideas, development, production, campaigns, and much more.
- Creating presentations, collating reports, ensuring data is tracked, assisting in data analysis, liaising with Departments and designers to create end of Festival reports.
- Working throughout the Festival period , on-site in Dublin on media management, providing access to imagery and video to international outlets, working on TV broadcasts, live streams, Parade, Festival events and more.

Person Specification

- A passion for arts, culture and creativity and a desire to work in the sector.
- A qualification in a relevant discipline such as arts management, arts administration, marketing and/or communications, with at least 1 year of practical, working experience in an office-based role within the sector.
- Excellent communication skills, both written and verbal, with the ability to multitask, always showing attention to detail and professionalism.
- Experience working in a pressurised environment and a problem-solving approach to work.
- Solid experience of the full range of administrative skills including computer literacy in Word, Excel, PowerPoint, Teams, Office 365 and other programmes. **This is vital for the role.**

- The ability to respect confidentiality and to use discretion, always displaying a high level of professionalism.
- Ability to work in a constantly busy environment while displaying a high level of time- and stress-management.
- Excellent teamworking skills with the ability to demonstrate resilience and enthusiasm in all aspects of the job and building positive and collaborative relationships across the Festival, both internally and externally.

Characteristics

- You are highly organized with exceptional attention to detail
- You are an excellent communicator, both verbal and written
- You are confident, energetic, collaborative, and enjoy positive working relationships
- You work well under pressure, are quick to adapt and keen to learn and develop
- You can comfortably multitask across different projects
- You are a team player, with a can-do attitude

Next Steps

If you believe this is the role that you've been waiting for, then please apply with a CV and short cover letter explaining why this position is for you to aileen@stpatricksfestival.ie **by close of business on Friday 31 December.**

Please ensure that you title the email '***Public Engagement Assistant – SPF2022***'

Shortlisted candidates will be required to attend for an interview on zoom in the first week of January. Two contactable references will be required from shortlisted candidates.

St. Patrick's Festival is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by law.