

Recruitment of Administrator / Communications Manager (part-time)

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| Job Title: | <u>Administrator / Communications Manager</u> |
| Location: | 9-12 Lower Buckingham Street, Dublin 1 |
| Hours: | 2 days per week, on days to be agreed |
| Conditions: | €36,000 p.a. pro rata |
| Start Date: | Late April 2023 |

FIRE STATION ARTISTS' STUDIOS

Located in a re-purposed Fire Station in Lower Buckingham Street, Dublin 1, FSAS has provided support for Ireland's visual artists for 30 years. FSAS is one of the key resource organisations funded by the Arts Council of Ireland, located in a landmark Dublin City Council inner city building. The FSAS mission is to enable contemporary visual artists with recognised potential to sustain a practice of quality and integrity. FSAS does this through providing affordable residential and studio spaces, practical and evolving resources, professional support and development with a local, national and international remit.

The dedicated, mutually supportive and flexible small team at FSAS aims to achieve excellence in what it provides and is constantly developing new and innovative way of delivering the organisation's mission.

Further information can be found on FSAS website: www.firestation.ie.

Purpose of role

This is a role that involves general administration, communications and some project management in day-to-day running of the Fire Station Artists' Studios, reporting to the Director, in a dynamic and energetic environment.

The **Administrator / Communications Manager** will join our small team that work with artists who live and who come to work in the historic building and report to the Director of FSAS.

Job Description:

Strong administrative, communications and project management skills are required for this pivotal, multi-faceted position which enables the core mission of supporting visual artists to be delivered.

There are 3 areas to be managed and administered:

1. General Administration:

- Administration of the day-to-day business of FSAS
- scheduling & time management
- Liaising with artists and suppliers
- Support with grant administration & research

2. Data and Project Management:

- Updating and managing mailing lists & social media lists
- Management of information systems in collaboration with the Office Manager/Administrator
- Managing, archiving and disposal of data as per FSAS Data management policy
- Managing of projects based on FSAS archives

3. Communication

- Management and implementation of website updates.
- Preparation of monthly newsletters
- Management of social media channels and delivery of social media messages

Key Skills and Qualifications:

Required:

- Excellent communication skills
- Excellent organisation methods and ability to prioritise
- Experience of administration for a small / medium size business and can work well within a small team
- Minimum of 3 years' experience in an administrative role.
- Highly organised with ability to use initiative and develop processes and procedures
- Proficiency with Microsoft Office; Word, Excel, Outlook, WordPress and social media channels (FB, Instagram, Twitter)
- Strong written skills.

Desirable:

- Knowledge of and interest in the arts sector.
- Experience of organising a small team.
- Ability to prioritise very varied tasks.
- Project Management and/or grant management experience
- Experienced in a customer service-driven role

To apply:

Please send a CV along with a cover letter to Director, Fire Station Artists' Studios, 9-12 Lower Buckingham Street, Dublin 1, or email to director@firestation.ie

Deadline for receipt of applications: **Thursday 9 March 2023 5pm**

Interviews: **Thursday 23 March 2023**

[Late applications will not be accepted](#)