

## Open House Dublin 2016 Programme Coordinator Job Description

The Open House Dublin Programme Coordinator is an ideal start up graduate opportunity for candidates of logistical intelligence, and lover of deadlines. OHD Programme Coordinator is core to the OHD team, responsible for delivery of the programme as the main port of call for all enquires related to Open House Dublin.

He/she will be responsible for communicating the OHD programme via OHD via social media, website, printed collateral and other channels. The message will have to be current, relevant and will have to build up excitement.

He/she will report directly to the Director who is responsible for his/her performance evaluation.

Open House Dublin 2016 Programme Coordinator will work closely with:

- IAF Team (Director, Education Curator, Office Manager and Relationship & Communications Officer)
- Volunteers Coordinator to help assessing the needs for volunteers
- OHD PR & Marketing Consultant

This appointment is temporary, and the commencement date is Monday 16 May, the end date is Friday 25 November 2016: 5 days/week May, June, July, August, September, October and November.

Gross salary will be based on an annual gross salary of €25,000 calculated pro rata for the term of the contract.

### Primary Tasks / Sole responsibility

1. Manage Registration forms and event database
2. Lead on communication and marketing of OHD programme
3. Liaise with all participants in OHD 2016
4. Liaise with designers & printers
5. Manage publication distribution
6. Manage post event audience survey

### Secondary Tasks / Shared Responsibility with the IAF team

1. Coordinate OHD programme content, building openings and tour guide recruitment
2. Coordinate related events such as the press launch/public launch
3. Attend volunteers' training sessions

### Other tasks

1. Attending staff meetings, report back on recent activities and assist in the evaluation of the event
2. Compile statistical information based on audience survey
3. Other duties as may be assigned by the Director