

Open House Dublin 2018 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 enquiries related to Open House Dublin. He/she will also assist in communicating the OHD programme 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 2018 Programme Coordinator will work closely with:

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

This appointment is temporary, full-time and the commencement date is as soon as the successful candidate is available, the end date is Friday 30 November 2018. 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. Liaise with all participants in OHD 2018
3. Liaise with designers, printers and suppliers
4. Manage publication distribution
5. 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. Assist in devising and delivering the OHD communications campaign
4. 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