

Irish Architecture Foundation

Job Description: April 2018

Relationship and Communications Officer

3 days per week at €26,000 per annum pro rata

Responsibilities:	<p>The IAF is seeking a creative, enthusiastic Relationship and Communications Officer to join the team. The successful candidate will have a strong multidisciplinary approach and background</p> <p>The Relationship and Communications Officer's main responsibility is to manage the IAF membership scheme and to develop content for IAF website, newsletter and social media as well as promote IAF activities through online channels, press releases and listings in relevant outlets.</p> <p>Primary Tasks / Sole responsibility: Membership</p> <ol style="list-style-type: none">1. Manage the IAF Membership Scheme, including processing new memberships and renewals, answering members' queries and programming regular members-only events2. Plan and deliver at least one campaign for selling IAF membership per year, such as promoting membership during Open House Dublin season, encouraging gift memberships at Christmas or similar <p>Primary Tasks / Sole responsibility: Communications</p> <ol style="list-style-type: none">1. Lead on the communication and marketing of the IAF programme, projects and membership scheme, including website and social media updates, Vimeo and Soundcloud uploads and IAF newsletters2. Disseminate IAF projects and events through external listings, targeted media and the IAF's network of arts and architecture organisations and contacts3. Populate the IAF website and social media with relevant news, events and activities relating to Irish architecture and culture4. Prepare regular reports for the IAF board on communications and membership, including web stats from Google Analytics
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	<p>and social media insight tools and updates on membership figures and income</p> <ol style="list-style-type: none"> 5. Assume the role of IAF Data Protection Officer, with responsibility for the annual update of the organisation's Register of Systems and for enquiries or requests relating to data held by the organisation <p>Secondary Tasks / Shared Responsibility with the IAF team</p> <ol style="list-style-type: none"> 1. Assist the Director in cultivating relationships with corporate members, donors and sponsors, including prospecting, communications and event invites 2. Assist the Director in updating the IAF Strategic Development Plan 2019 - 2023 3. Assist with ticketing, stewarding and running IAF events 4. Assist with conducting audience surveys at IAF events and compiling statistical information 5. Assist the IAF team with the development of design collateral for IAF projects and activities 6. Manage IAF Vimeo and Soundcloud accounts 7. Other duties as may be assigned by the Director
Requirements	<ul style="list-style-type: none"> - A graduate of a relevant humanities, communications, creative arts or architectural degree course and relevant experience in arts organisation, charity or communications/marketing agency - A combination of editorial common sense and excellent writing skills - Working knowledge of Wordpress, Mailchimp, Survey Monkey, Facebook, Twitter, Instagram, Google Analytics, Google Drive, Microsoft Office and Photoshop - Working knowledge of InDesign and Illustrator desirable - You should have knowledge of architecture and the arts in general or be prepared to talk to the people who do - A solid sense of humour
Personality	<ul style="list-style-type: none"> - Excellent written and verbal communication skills and a keen understanding of the role great communications play in the success of a major arts organisation - Passionate about developing audiences and deepening engagement with architecture and culture - Exemplary organisational and coordination skills - Strong team player - Can work under pressure to tight deadlines - Ability to think creatively - Interested in architecture, arts, culture and not for profit sector