

# Irish Architecture Foundation

## Engagement Officer

Irish Architecture Foundation aims to inspire people to become thoughtful and engaged stewards of the built environment. We are a non-profit, publicly funded arts agency. We aim to enable the public to understand, enjoy and discuss architecture.

We are seeking a dynamic and experienced Engagement Officer to create and develop a new IAF programme, Reimagine, which has the primary aim of providing communities with a new outlook on their local neighbourhood and also a better understanding of the design process. It provides a sense of ownership, that their voices matter.

This role is key to a strand encompassing advocacy, connection and empowerment within the IAFs Strategic Plan.

The 2019 Reimagine programme is funded by Creative Ireland.

Dates: One Year contract full time, 5 days per week - January 2019 to December 2019.

Salary: €30,000 per annum pro rata

## Reimagine

The Objectives:

- To encourage participation in the architectural and urban design process nationwide.
- To empower local communities to make change in their neighbourhood, towns and cities.
- To build on the IAF track record of successfully engaging communities in participatory design projects that creates real change in the built environment.
- To build this expertise within the IAF in a sustained manner.
- To respond to Creative Ireland's Pillars.
- To embed effectively, sustainably and innovatively community engagement or community led design initiatives in the IAF, with in our current and future programme delivery.

And the project values are as follows:

- Small inventions BIG impact

- Intergenerational
- Liberating local assets
- Bottom up design process
- Community participation

## **Responsibilities and Duties**

To participate in the development of community engagement, with the Director and Education Curator, within the overall strategic vision for the IAF

To participate in devising the content of the initiative with the Director and Education Curator and to deliver the content of the Reimagine programme for 2019.

To be responsible for the coordination and administration of the 6 Reimagine projects including coordination of meetings, events, facilitation, documentation and outputs for each project. While it is impossible to define, these outputs could be a design intervention, a temporary pavilion, a series of conversational events, or a road map to influence future town planning/development (note these are examples only).

To review the impact of the 2019 Reimagine programme and to work with the Education Curator and Director on a business plan to sustain and develop Reimagine beyond 2019.

To develop and enhance links with schools and community groups, education bodies and third level institutions for the Reimagine programme with the Education Curator.

To foster positive partnerships with local authorities, all our stakeholders, other arts organisations nationally and internationally, schools, private, corporate and government bodies and to develop opportunities where appropriate with the Education Curator and the Director.

To work with the Relationships and Communications Officer to ensure that the Reimagine programme is marketed and reflected innovatively online and in wider press and media.

To work with the Education Curator to manage finances and budget for Reimagine.

To provide reviews of Reimagine projects to the Education Curator, Director and Board.

The Engagement Officer will work directly with Education Curator, as line manager for day to day, as well as regular reporting to the Director for review on progress.

To assist in funding applications, when appropriate, to public and private trusts, funding bodies, sponsors and individuals, including contributions to major IAF annual funding applications with the Education Curator and Director.

To liaise with and report to the project funder, Creative Ireland, along with the Director or Education Curator as required.

*Note: Weekend and evening work will be required on occasion and will be compensated for by time-off-in-lieu as per guidelines in the IAF staff handbook.*

**Essential skills, experience and qualities:**

- Relevant experience, knowledge and passion in education and/or community programming within the cultural sector
- Ability to manage relationships and interact with people of all backgrounds, abilities and interests
- Impressive knowledge of architecture, community led design, socially engaged art forms
- The experience and intellectual ability to create connections with architecture and beyond architecture and to promote the enjoyment and engagement with visual culture, architecture and design
- Excellent verbal, written communication skills, administration and project management skills
- Excellent computer literacy
- Ability to work under pressure, and work flexibly and cooperatively as part of a small team
- A relevant 3rd level qualification

**Desirable:**

- Qualification in architecture and /or arts administration
- Experience in community engagement in architecture, design or the arts
- Experience in creative facilitation
- A full, clean driver's licence

Applications to consist of CV, relevant supporting material and a covering letter outlining suitability for the position. Please provide contact details for two referees.

**Please email all applications to [education@architecturefoundation.ie](mailto:education@architecturefoundation.ie)**

**Notable Dates:**

**Submission Deadline: 10th December 2018, 10am**

**Interviews: 19th December**

**Start date - Monday 7th January or as soon as possible after**