

## **Event & Volunteer Coordinator, Open House Dublin 2022**

Full-Time, Fixed Term (June - October 2022)

Application deadline: Friday 17th June 2022

Open House Dublin, Ireland's largest festival of Architecture takes place October 14-16. This year's event marks a return to in person tours and events across the city alongside a reduced digital programme. The festival will feature expert-led tours of private and public buildings, an extensive outdoor programme, junior events and activities for all ages and plenty more.

We are looking to recruit an Event & Volunteer Coordinator for Open House Dublin 2022. Open House Dublin would not be possible without the hundreds of volunteers who participate each year and dedicate their time and expertise to the Irish Architecture Foundation and this role is key to the success of the festival.

This Event & Volunteer Coordinator will work closely with the Open House Dublin team and report directly to the Open House Manager. The role will include: recruitment, management and training of volunteer stewards and tour guides, liaising with festival participants and stakeholders and providing administrative support to the Open House team.

This appointment is temporary and the role will commence on or before 30 June. The end date is Friday 28 October 2022. Appointment is 5 days per week but applicants will be required to work some weekends as agreed (toil will be agreed where applicable).

Gross salary will be based on an annual gross salary of €27,000 calculated pro rata for the term of the contract.

This role will work closely with the Open House Manager and wider IAF team to deliver a challenging programme for Open House Dublin 2022 within a short period of time. This role is based at the IAF's offices, 15 Bachelors Walk Dublin 1.

### **Primary responsibilities:**

- Recruit, coordinate and train volunteers for Open House 2022 and act as the point of contact for volunteer queries.
- Coordinate all relevant risk assessments/public health requirements for volunteers and participating buildings and architects.
- Responsible for assigning and scheduling all volunteers for Open House weekend.

- Monitor, evaluate and accredit volunteers.
- Assist in the coordination of the Open House Press Launch and other events.
- Assist in populating the Open House website with events and other materials.
- Liaise with the Open House PR consultants and Graphic designers as required.
- Respond to general enquiries.
- Assist in creating volunteer surveys and post event reports.

### **Requirements:**

- Excellent verbal and written communication skills.
- Ability to think creatively and work under pressure to tight deadlines.
- Strong organisational and coordination skills.
- Working knowledge of MS Office, Google Drive, Google Forms, SurveyMonkey, WordPress and social media channels.
- Excellent people management skills.
- An interest in architecture, arts, culture and not for profit organisations.
- Strong team player.

### **To apply for the role**

To apply for this role, send a CV and cover letter outlining relevant skills and experience to [info@architecturefoundation.ie](mailto:info@architecturefoundation.ie) with 'Event & Volunteer Coordinator' in the subject line, **by Friday 17<sup>th</sup> June 2022.**

### **Contract**

Contract:	Fixed Term (June - October 2022)
Remuneration:	€27,000 per annum (pro rata for the term of the contract)
Start date:	June 2022
Hours:	Full time 37.5 hours, 5 days per week
Location:	15 Bachelors Walk, Dublin 1