

Irish Architecture Foundation

Job Description

Position: Open House Dublin Events Officer
Status: Full-Time
Contract: Fixed Term for a period of 12 months
Salary: 32k p.a.

Posting Date: March 9, 2023
Application Deadline: March 26, 2023

Established in 2005, the Irish Architecture Foundation (IAF) is an independent organisation dedicated to the promotion of architecture as culture. We encourage people to engage with their built environment, to inspire new ways of thinking about architecture.

Open House Dublin 2023, Ireland's largest festival of Architecture takes place October 7-13.

This year's festival will feature expert-led tours of private and public buildings across the city and county, an extensive outdoor programme of walking and cycling tours, a programme of events designed for young architecture enthusiasts and a week-long series of public talks and workshops.

The IAF and Open House Dublin are also partnered with 10 European Open House cities on a three-year EU funded collaborative programme which will include a series of events, exchange programmes and international initiatives.

We are looking to recruit an Events Officer for Open House Dublin, and to support the IAF's role in Open House Europe. The successful candidate will work closely with the IAF team and report directly to the Open House Manager.

This appointment is 5 days per week, however, the nature of the role does require some weekends and evenings as agreed (TOIL will be agreed where applicable). The role is primarily based at the IAF's offices, 15 Bachelors Walk Dublin 1.

Role & Person Specification

Primary responsibilities:

- Manage the Open House online registration process for tours and events and coordinate all relevant website content
- Coordinate the production of the Open House talks series including venue and equipment hire, scheduling and liaising with participants
- Coordinate all relevant risk assessments/public health requirements for participating buildings and architects

- Liaise with PR consultants and graphic designers as required and support the IAF Communications Officer in executing the Open House communications strategy
- Support the Open House Manager in the delivery of the Open House Europe programme
- Assist with the volunteer recruitment process and work with the volunteer coordinator to ensure volunteer requirements are met for all participating buildings and events
- Respond to general enquiries
- Assist in creating surveys and reports as required
- Support the wider IAF programme as required

Essential Requirements:

- Third-Level qualification in Event Management, Communications, Humanities or similar
- A minimum of 2-3 years experience in a similar role
- Excellent verbal and written communication skills
- Strong organisational and coordination skills
- Ability to think creatively and work under pressure to tight deadlines
- Ability to work on own initiative as well as work cohesively within a team setting.
- Working knowledge of MS Office, Google Workspace, Google forms, Survey Monkey, wordpress and social media channels
- Knowledge of ticketing and box office systems, desirable
- Proven people management & team leadership skills
- Proven ability to build and maintain relationships with stakeholders at a variety of levels.
- Flexibility to work outside usual office hours as necessary to support events
- A demonstrable interest in architecture, arts, culture and not for profit organisations.

Closing date for applications: Sunday, 26 March.

How to apply for this role:

Please submit applications via email, with 'Events Officer Application' in the subject line, to production@architecturefoundation.ie. Applications should include a CV and a cover letter outlining your skills and experience in regard to the main responsibilities of the role and why you want to join the IAF team.

Interviews will be held in-person at 15 Bachelors Walk on Thursday 30 March.

The IAF is an equal opportunities employer.