

West Cork Arts Centre CLG (WCAC)
Uillinn: Skibbreen, Co. Cork, Ireland

Public Engagement Assistant - Arts for Health

Working in a fast-paced, complex environment as part of a small, flexible team to achieve the common objective of engaging the public/s in the Arts, Health and Older People's programme with Uillinn.

Our entire approach is value-driven - Participation, Partnership, Artistic Quality - diversity and inclusivity integrated into all practices.

www.westcorkartscentre.com

www.artsforhealthwestcork.com

This Job Description is designed to give an overall view of the job and is not a definitive list of tasks.

General

- To work in support of the vision and strategic aims of the Centre
- To act always in the best interest of the Centre
- To work towards building the profile of WCAC through exemplary practice.
- To maintain excellent communication with all staff, funders and partners, service providers and the public
- To attend company events as required
- To attend staff meetings as required
- To abide by, support and implement the Company's Health and Safety Policy, Child Protection Policy and other Company Policies
- To undergo training for professional development as and when required.

Public Engagement

- Assist in the development and implementation of Uillinn Public Engagement Programming in particular Arts, Health and Older peoples programming in Community Hospitals, Day Care, Creative Carers including projects, exhibitions and events encouraging engagement
- communicate regularly with artists, groups and healthcare settings to keep them informed
- write copy for newsletters, blog, printed materials, social media etc
- document and report on the work / programme in various ways to contribute to

external and internal communications.

- attend meetings and work with the Programme Manager to maintain and enhance established partnerships.
- liaise with Uillinn staff in relation to the work.
- monitor and develop Arts for Health data, calendar and files (inc. visual and audio)

Essential qualifications and qualities:

- relevant qualifications or experience equivalent in administration, communications or arts
- passionate about the arts and increasing arts access
- positive and motivated addition to our creative team, working in support of the Arts for Health Strategic Plan and Uillinn West Cork Arts Centre Strategy
- excellent writing skills, the ability to develop original copy for event descriptions for use in various communications including engaging blogs, newsletters and tweets.
- good digital literacy, excellent IT skills especially with regard to use of social media
- excellent people skills and communication skills
- highly organised and ability to work on own initiative as well as part of a team

Desirable qualifications and qualities:

- happy multi-tasking and mucking in; reliable and punctual
- excellent networking and relationship building skills
- an interest and knowledge in arts and health and socially engaged arts practices

Garda vetting

- To comply with our Child and vulnerable persons safeguarding policy, we require this role to complete a satisfactory Garda vetting process.

Working hours, patterns and environment

- Generally 14 hours per week (2 days)
- Working day: generally 9.30am to 5:00pm, with 30 minutes unpaid lunchbreak
- You will be required to work weekends and evenings from time to time.

References

- We will seek references from (and follow up with) two referees.

Probation Period

- 3 months

Driving Licence

- Full, clean driving licence and use of vehicle is useful for this position

Responsible to:

- Programme Manager
- Director

This is a 12 month, fixed term contract for generally 14 hours per week, for a gross annual salary of €11,000