

SPRAOI SEEKS ADMINISTRATOR

Waterford Spraoi CLG seeks a part-time administrator. The company presents Spraoi International Street Arts Festival and provides other artistic, cultural, and spectacle events and services nationally. The appointee will coordinate and oversee projects and day to day running of our organisation on site Monday to Friday 10am-2pm. For certain projects there will be some out of normal hours working.

The administrator will oversee effective coordination across the organisation. Specific duties will include liaising with staff, management, board of directors, artists, and contractors. The ideal candidate will have knowledge of the arts sector and have excellent written and interpersonal communication and organisational skills.

Responsibilities

- Provide daily administrative and organisational supports to Spraoi team colleagues.
- Liaise with Spraoi staff, freelance artists, contractors, and stakeholders.
- Coordinate production meetings, company projects, accommodation for visiting artists.
- Prepare internal and external reports, letters, and presentations.
- Attend management meetings, conferences and seminars on behalf of the company.
- Support the company Financial Control Manager's work as and when required.
- Manage company website content and other operational software packages.
- Manage and action responses to correspondence and queries.
- Ensure appropriate risk assessments on projects and liaise with company insurers.

Skills

- Proven work experience in a similar or compatible role.
- Knowledge of organisational effectiveness and general management.
- Experience using different software packages.
- Excellent written and interpersonal communication skills.
- Suitable reporting, and procedural qualifications/skills.
- Knowledge of the arts desirable but not essential.

Employment Profile: Part-time

Salary: On application

Benefits: Contributory Pension Scheme

Applications, C.V.'s, References, and other relevant documentation should be mailed to info@spraoi.com not later than **4.00 p.m. on Friday, November 21st.**