IRISH ARCHITECTURAL ARCHIVE

Job Description

Communications, Marketing and Events Officer

Organisation	Irish Architectural Archive (IAA)
Location	45 Merrion Square, Dublin 2 (on-site role)
Reporting to	CEO, IAA
Hours	Full-time, 35 hours per week (occasional evenings/weekends for events, with TOIL)
Salary	c. €40,000 per annum, commensurate with experience
Contract	Permanent, subject to a six-month probationary period

About the IAA

The Irish Architectural Archive was founded in 1976 by Dr Edward McParland and Nicholas Robinson and is based at 45 Merrion Square, Dublin. It is an independent charity dedicated to the collection, preservation and study of documentary material relating to the architecture of Ireland, and is a key public resource for researchers, students, practitioners and the general public. For more see https://irisharchitecturalarchive.ie/.

Role Purpose

This is a new, combined role bringing together external communications, marketing and events/bookings management under one remit. The postholder will raise the IAA's public profile, grow engagement with its collections and programmes, and ensure the smooth running of commercial bookings including the promotion of the spaces in 45 Merrion Square. The role reports to the CEO and works closely with the entire archive team.

Key Responsibilities

Communications & PR

- Develop and deliver an annual communications plan aligned with the IAA's exhibition, publications and research programmes.
- Act as first point of contact for media enquiries; build and maintain relationships with press and architecture/heritage sector contacts.
- Draft press releases, statements and briefing notes, and secure media coverage for IAA activities.
- Manage the IAA website, keeping content current and accurate.
- Oversee IAA's social media channels, creating and scheduling engaging content across platforms.
- Write and design the monthly e-newsletter (Mailchimp) and lead ongoing subscriber growth.
- Maintain consistent use of the IAA brand across all printed and digital materials.
- Support the CEO with content for the Annual Report and funder/stakeholder reporting.

Marketing

- Plan and deliver marketing campaigns for exhibitions, talks, publications etc.
- Produce marketing collateral — posters, flyers, digital ads and email templates — in line with IAA's visual identity.
- Manage promotion (paid and organic) of events, exhibitions and reading room services.
- Track engagement across newsletter, social and website channels, and use the data to refine activity.
- Develop cross-promotion partnerships with allied cultural and heritage organisations.

- Manage relationships with external designers, printers and other suppliers.

Events & Bookings Management

- Act as the main point of contact for event and venue enquiries at 45 Merrion Square, coordinating logistics with the wider team and being the on-site coordinator for commercial events.
- Maintain the events calendar and booking system, and manage related correspondence and ticketing.
- Liaise with external speakers, partners and suppliers (catering, AV, security) for events.
- Track attendance and booking data and evaluate events to inform future planning.
- Provide on-site, in-person support for events as they take place.

Other

- Provide support as required for other areas of IAA activity including reading room supervision and collection management.

Note: this job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It may be subject to review in light of the changing needs of the IAA.

Person Specification

Essential

- At least 2 years' relevant experience in communications, marketing and/or events, ideally within the arts, heritage, cultural or not-for-profit sector.
- Third-level qualification in communications, marketing, arts management, architecture, history, history of art & architecture or a related field, or equivalent demonstrable experience.
- Excellent written and verbal communication skills, with strong copywriting, editing and proofreading ability.
- Proven experience managing social media channels and email marketing platforms (e.g. Mailchimp).
- Experience coordinating events or bookings, including logistics and stakeholder liaison.
- Confident user of design tools such as Canva or the Adobe Creative Cloud suite.
- Strong organisational skills, with the ability to manage multiple projects and deadlines independently.
- Working knowledge of website content management systems and basic analytics tools.
- Willingness to work occasional evenings and weekends for events.
- Applicants must be fluent in English and be eligible to work in Ireland. To qualify, candidates must be eligible by the date of any job offer.

Desirable

- An interest in or knowledge of architecture, heritage or archives.
- Basic photography, video or graphic design skills.

Terms & Conditions

- Salary: c. €40,000 per annum, commensurate with experience.
- Hours: Full-time, 35 hours per week, based on-site at 45 Merrion Square, Dublin 2.
- Annual leave: 21 days
- Contract: Permanent, subject to a six-month probationary period.

How to Apply

Please send a cover letter and curriculum vitae to Colum O'Riordan, CEO, Irish Architectural Archive (coriordan@irisharchitecturalarchive.ie). **Applications must be received by 5pm on Friday 20 November 2024.**
The Irish Architectural Archive is an equal opportunities employer.