

# Birr Theatre and Arts Centre

Oxmantown Hall, Birr, Co. Offaly  
Admin: (057) 9122893 Box Office (057) 9122911  
info@birrtheatre.com [www.birrtheatre.com](http://www.birrtheatre.com)



Birr Theatre & Arts Centre are seeking applications for the following position:

## **OUTREACH PROJECTS COORDINATOR and BOX OFFICE ADMINISTRATOR**

Birr Theatre & Arts Centre are looking for a dynamic, enthusiastic person to join our team as we provide an all-inclusive arts service for our community. This new role will include initiating and coordinating projects within our community along with providing box office services for our growing customer base. This is a great opportunity for someone with varied skills. The role is integral to the effective delivery of Birr Theatre's audience development strategy in alignment with our Strategic Plan 2019 - 2024, as well as evolving and growing the income drivers that ensure the organisation's sustainability long-term.

### **Duties and Responsibilities**

- **Projects Coordinator**
  - Assist the venue manager with delivering projects under the umbrella of Birr Theatre & Arts Centre
  - Identify potential new initiatives for the organisation in the area of community engagement and outreach
  - Manage the delivery of projects from start to finish e.g. initiation, funding application, participants recruitment, project management, budgeting, reporting, liaising with stakeholders;
  - Specific focus on arts projects encouraging equality, diversity and inclusion and green arts initiatives
  
- **Box Office & Administration**
  - As first point of contact to in-person customers, ensure a positive customer experience
  - Smooth running of the box office - selling event tickets in person and on phone to our growing customer base (*box office open: 1 – 5.30pm*);
  - Support marketing manager in the promotion of events and activities
  - Promotion of events
  - Front of house management at events
  - Recruitment & coordination of volunteers
  - Administration support to Manager
  - Accuracy in booking procedures is vital - training is provided
  - Bar stock and stock taking
  - Ordering catering, cleaning/office supplies
  
- Any other duties, which may arise during the course of the working day.

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## Hours

25 hours per week. Usual hours will be between 1pm – 6pm Monday to Friday. However, a certain amount of flexibility will be required to cover for 'get-in', 'get-out' and front of house for events which will regularly be on weekend afternoons and nights. Time off in lieu is provided.

**Remuneration:** €14 per hour (c.€28,400 pro rata)

## Desirable Knowledge and Understanding

- Demonstrate high organisational and administrative skills with a high degree of interpersonal and communication ability
- A keen interest in the arts
- Experience working with marginalised communities and knowledge of practices associating arts with social inclusion is desirable
- Evidence of experience in project management
- Excellent digital skills and record keeping: proficient in MS Word, Excel, database management, social media content software
- Ability to handle and complete simultaneous assignments and meeting deadlines
- Enthusiasm and appreciation for contemporary arts
- Ability to work fast and flexibly and to meet deadlines under pressure
- Experience in the arts/cultural sector an advantage

## All staff:

- are required to know the current programme of events and promote events to the general public while on box office or in general conversation with customers.
- will have a general knowledge of the lighting and sound equipment (i.e. where equipment is located, powered on/off and general use) and heating system in the building for which training will be given.
- are request to 'pitch in' when other staff members are on holidays – all duties still need to be covered.
- are key-holders to the building and will be responsible for the correct lock-up of the premises from time to time and are expected to be security conscious in this regard.

## Employees need to be:

- Flexible (time – nights/weekends)
- Accurate – particularly with manual booking system and accounts
- Enthusiastic in providing a professional service
- Good interpersonal skills (Friendly and welcoming to all costumers and production teams)
- Work quickly and on own initiative

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- Willing to 'pitch in' when necessary
- Good organisational skills
- Neatly presented
- Adhere to company policies: Health & Safety, Child Protection, GDPR etc details of which will form part of contract of employment.

## **Handbooks and Policies**

All staff are provided with a copy of the following documents:

- Company Handbook
- Health & Safety Statement
- Child Protection Policy
- Financial Procedures (Staff are furnished with this document where applicable)

## **Eligibility of individual to hold a CSP supported post**

Birr Theatre & Arts Centre is funded by Pobal Community Services Programme (CSP).

70% of staff must be drawn from the following categories:

- Person in receipt of Jobseeker's Benefit, Jobseeker's Assistance or one parent family payment.
- Person in receipt of disability allowance, invalidity pension, blind person or other disability benefit.
- People employed from Tús, Community Employment and Job Initiatives schemes.
- Further categories also eligible – please check with your Social Protection office.

## **Applications**

Please submit, the following in **ONE .PDF document**:

- Cover Letter
- CV
- Referees – at least two

### **By EMAIL ONLY**

To [info@birrtheatre.com](mailto:info@birrtheatre.com) with subject heading:

*APPLICATION: Projects Coordinator and Box Office Administrator*

**Closing Date for Applications: Monday 8 May 2023 (CLOSE OF BUSINESS)**