

WE'RE HIRING A...



MEMBER

ENGAGEMENT

OFFICER

APPLY

A4SOUNDS.ORG/JOBS



A4 Member Engagement Officer | Part-Time

About A4 Sounds

A4 Sounds is a non-profit artist-run workspace and gallery in north-inner-city Dublin. Our mission is to transform the means by which cultural works are produced, accessed, and understood in Ireland, and by doing so to contribute to the development of a more just society. Guided by feminist, anti-racist, anti-capitalist, and LGBT-inclusive politics, A4 Sounds supports artists and activists who fight for change.

Our studio is one of the biggest artist-led spaces in Ireland, currently providing facilities and professional development support to 80 artists. We provide support to artists at all points in their creative process through access to arts production equipment, mentoring and training programs, and events facilities. We aim to provide professional artists with a rich environment to develop their practice, to experiment with ideas, and to collaborate with others across disciplines. We believe that art plays a fundamental role in shaping society, and that making facilities more accessible and providing support and opportunities to artists can have a beneficial impact upon the cultural and social fabric of Dublin city.

Job Overview

The Member Engagement Officer is a new role within our organisation building on our work over the past five years. They will join the core team at A4 Sounds and work directly with our Member Support Officer and Lead Producer for our arts programming.

The Member Engagement Officer will be responsible for the recruitment of new members to the studio, the development of a year round professional development programme for studio artists and the development of our public education programme.

Responsibilities

The responsibilities are broken into three key areas:

a. Member Recruitment

- Managing and promoting studio memberships
- Answering general enquiries about studio membership to interested artists.
- Reviewing and processing applications, including interviewing potential candidates and providing studio tours.
- New member navigation, including welcoming new artists to the studio, getting them set up digitally & in person and introducing them to the core team and studio members
- Working closely with our Member Support officer and signposting to opportunities and available supports in the studio.

b. Training

- Management of toolkits for facilities and ensuring access to information for members
- Management of booking space and equipment
Scheduling of facility training and liaising with technicians

c. Education

- The development of our public education programme, including working with artists to develop workshops and talks, drafting information, managing promotion and bookings.
- Managing the scheduling and booking of workshops, talks and public activities relating to our arts programming working closely with the programme producer.
- Planning and managing our professional development programme for studio members in collaboration with our Member Support Officer
- Developing educational resources, including digital and physical libraries

Hours & Pay

Part-time, 2.5 days a week.

€15ph / €15,600 per year

We will work with the successful candidate to define a weekly schedule for the role based on their availability and other commitments. Please note that at times throughout the year, some activities or programming may take place on the weekends or in the early evenings. During very busy times additional hours may be required and will be paid in addition to the hours stated above.

Person Specification

Necessary Skills & Experience

- Previous experience working with artists and/or delivering educational activities
- Enthusiasm and appreciation for the contemporary arts
- Great personal skills and an enthusiasm to support artists to thrive
- Highly motivated, practical and resourceful

- Excellent writing, communication, and organisational skills
- Excellent scheduling and budgeting skills
- Ability to work in a busy environment to tight deadlines
- Good computer literacy and knowledge of Microsoft Office (particularly Word and Excel) & Google Documents
- Ability to work in a self-directed manner, to plan, and to manage several tasks simultaneously
- Great attention to detail
- Ability to coordinate other people

Desirable Skills & Experience

- Previous experience in studio management and provision
- Previous experience developing public programmes or educational programmes
- Good understanding of wordpress

Application Process

To apply please submit a **cover letter** and **CV** to hello@a4sounds.org.

Applications will be reviewed by the studio team and shortlisted candidates will be invited for interview.

Application deadline: 13th October 2021