

Draíocht Blanchardstown seeks applications from suitably qualified candidates to join its Marketing Team, to fill the full-time post of **Marketing & Corporate Hires Coordinator**.

How to Apply:

Applicants are invited to submit:

- A detailed Curriculum Vitae outlining relevant experience
- A letter of application indicating why you are interested in working in Draíocht
- A completed Application Form

Please submit the above by **6pm Friday 10 July 2026** by email to nicola@draiocht.ie

Please refer to the job description and person specification when telling us about yourself as these are the criteria we will use when short-listing.

Interviews:

Interviews will be held on **Tuesday 21st July 2026** with a view to the position starting on 24 August 2026.

**MARKETING AND CORPORATE HIRES COORDINATOR
JOB DESCRIPTION**

The Marketing and Corporate Hires Coordinator is directly responsible to the Marketing, Press and PR Manager for the execution of their marketing duties which are primarily directed at establishing a local and regional audience and promoting the work of Draíocht; and to the General Manager for the execution of their corporate hires duties, but ultimately, to the Director.

The Marketing and Corporate Hires Coordinator's duties will also include covering daily breaks for the Box Office Coordinator, occasional holiday box office cover and on occasion some emergency box office cover if needed.

A spirit of internal and external co-operation, collaboration and communication is an important part of the identity of Draíocht and staff at all levels are expected to maintain this spirit as a professional priority in their work.

Marketing

In conjunction with the Marketing, Press and PR Manager

- To help devise and implement marketing strategies including targeting of specific audiences, sales promotions and group bookings to support the arts centre and its programme.
- To administer the Friends of Draíocht Scheme, Seats Owners Scheme, Euro Club Scheme & CULTURE PASS Scheme, processing renewals, providing appropriate benefits, and encouraging new members.
- To manage Draíocht's Social Media channels, including Facebook, Instagram & TikTok, and occasionally YouTube & X, creating content and posting regularly.
- To prepare copy for the Theatre's promotional materials under the guidance of the Marketing, Press and PR Manager. Also to edit and proofread publicity material as required.
- To liaise with incoming promoters and organise the effective and timely receipt of their promotional materials prior to their shows. To set promoters up with weekly Ticketsolve Reports once shows go on sale.
- To creatively display promotional materials in Draíocht's foyer in poster holders, toilets, foyer windows and display stands and occasionally to design print materials for display when none are available, using Photoshop or Canva.
- To monitor and fill promotional display stands located outside Draíocht (eg Fingal Civic Offices) and occasionally deliver promotional materials to local hotels and/or schools.

- To keep in regular contact with local media, supplying information, images and suggesting editorial coverage. To upload all event listings seasonally to external sites, eg Journal of Music, Irish Times, Failte Ireland etc.
- To maintain the Marketing Depts. Digital Events Archive for each event, by scanning in media clippings/reviews, performance posters, flyers, programmes, photos, and any other relevant print material generated for/about Draíocht & the event.
- To manage Draíocht's Text Messaging service and send promotional texts using Sendmode.
- To manage Draíocht's Ezine service, creating promotional and informational targeted Ezines using Mailchimp.
- To process Draíocht's community sponsorship requests, raffle prizes etc, within the budgets set by the Marketing, Press & PR Manager.
- To monitor and supply print materials for Draíocht's Gallery spaces, including information sheets and price lists.
- To assist with photography at gallery launches and occasional photoshoots.
- To assist with market research projects and surveys and compile reports under the guidance of the Marketing, Press and PR Manager when necessary.
- To update relevant parts of Draíocht's website as necessary, including Membership Schemes and Events.
- To maintain the audience database for targeted mailshots, email promotion and/or texts, in line with GDPR regulations.

Corporate Hires

In conjunction with the General Manager

- Sales & Administration: Promote venue spaces to local business and community groups, handle all bookings, process paperwork, secure deposits, and issue invoices.
- Event Coordination & Setup: Ascertain client meeting requirements including seating, AV support and refreshments and where required, coordinate with relevant departments including Technical and Front of House and onsite Café .
- Equipment Management: Maintain all room hire equipment in perfect working order, promptly report any faults, and ensure necessary equipment/supplies are available.

Box Office & Marketing

- Morning break and lunch-time cover daily for the Box Office Coordinator using Ticketsolve; occasional holiday cover for box office and on occasion some emergency box office cover if needed.
- Dealing with the public in a responsive, effective, informative and friendly manner either in person, by telephone or by email.
- Ensuring that printed material, relevant to the box office, is kept up to date on all front of house poster holders and leaflet racks including in the porch area.

Other

- Managing the general email account marketing@draiocht.ie and forwarding emails to relevant departments.
- Ensuring that the Company's Health & Safety, Equal Opportunities & GDPR policies are adhered to at all times.
- Any other relevant duties as required by the Marketing Press & PR Manager or Director.

PERSON SPECIFICATION

The successful candidate will ideally have:

- A qualification in arts, PR, marketing, tourism, digital media or communications, and/or 1 year of relevant experience in administration or relevant cultural background, working in the theatre/ arts centre environment, preferably in a customer-oriented and/or marketing role
- A passion for and demonstrated commitment to working in the arts
- Excellent computer and digital media skills. Experience of Adobe Photoshop, Canva and Ticketsolve an advantage
- Excellent teamwork skills

- Excellent organisational skills
 - Excellent communication skills
 - Excellent interpersonal skills – comfortable dealing with people at all levels of the social and organisational spectrum
 - The ability to trouble-shoot
 - The ability to develop excellent working relationships with all Draíocht clients
 - The ability to prioritise and to work under pressure
 - The ability to manage their time effectively and efficiently
 - The ability to work within a structure
 - Self-motivation
 - The ability to work towards a shared vision as well as with the day-to-day realities.
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Terms and Conditions:

This is a full-time office based position (37.5 hours per week). Normal working hours 10am–6pm (30 mins lunch) Monday to Friday. Due to the nature of this job, flexibility is sometimes required, necessitating some early morning, evening or weekend work. A TOIL (Time Off In Lieu) System is in place for hours worked above 37.5 hrs per week.

The term of the contract will be three years on completion of a successful probation period.
Salary is: €31,000–€34,000 per annum commensurate with experience (paid weekly by autopay).
25 days holidays per annum pro rata.
All Draíocht employees have access to a free and confidential Employee Assistance Programme.
Draíocht currently pays up to 6% on a matching contribution scale into a company PRSA.

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Draíocht Blanchardstown is an equal opportunity employer and welcomes applications from all sections of the community. Draíocht is funded by Fingal County Council with additional funding from the Arts Council.

<https://www.draiocht.ie/>

<https://www.draiocht.ie/about/space-for-everyone>

Comhairle Contae
Fhine Gall
Fingal County
Council



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