



## Job Opportunity

**Deadline Thursday 23rd March, 5pm**

First round interviews to take place Thursday 30th March

### Communications Manager (p/t)

IMC is currently seeking a Communications Manager to join the team in developing and implementing a suite of exciting events, activities and artist-focused initiatives. Working with the Marketing Director and General Manager, the Communications Manager will develop dynamic and robust marketing strategy and implement it through social media, PR, website, industry and other communications channels. The ideal candidate will have a genuine appetite for digital communications, audience development, a good acumen for design, and a passion for music and the performing arts.

This is a part-time position, 3 days per week but may require additional evenings/weekends based on IMC's events output. IMC currently works in a hybrid capacity. The candidate will largely work from home, but must be available for meetings in Dublin on a regular basis and to work on-site at live events (largely in Dublin) as part of our programme.

This role is ideal for a self-motivated candidate with strong communication skills, experience working in a fast-paced creative environment, and a willingness to learn and explore the digital communications landscape.

### Candidate Responsibilities

You will be responsible for the general promotion of IMC's activities and events, and communicating with a variety of publics.

Responsibilities include, but are not limited to:

- The promotion of IMC's programme and activities at a local and national level.
- Creating regular public newsletters via Mailchimp, including growing subscriber base and engagement, coordinated with social media.
- Liaising with both national and local press to achieve media coverage.
- Creating visual content and writing copy for IMC's social media channels.
- Managing and monitoring social media, website analytics and other measurable reports.
- Reviewing activity sales and providing weekly sales reports and insights.
- Managing and updating the IMC websites on a regular basis.

- Assist the Marketing Director in creating and implementing an audience development plan focusing on both maximising box office revenue and engaging with a broad spectrum of communities.
- Handling external or internal communication or management systems, including social media and social media scheduling systems, email clients including Mailchimp, and others externally, and Google Suite, Slack, and Monday.com internally.
- Maintaining company databases to ensure they are up to date, relevant and accurate
- Dealing with ongoing email and social media enquiries.
- Working with other team members on relationship management with regards to sponsorship and donations.
- Working with the Artist Development Officer and other team members on industry communications, including via email, phone, and social media. This includes work with bodies such as the Irish Jazz Forum and Europe Jazz Network, and creating new contacts with artists IMC may support.

## Essential Skills Requirements

- Should be well-organised with excellent communication, interpersonal, basic project management, and time-management skills
- Excellent IT skills and comfort with iOS, Google Suite, Slack or other messaging systems, Wordpress or other website content management systems.
- Skills in social media content creation, strategy and management.
- Experience in PR and promotion of activities to traditional and digital media.
- A good knowledge of the Irish media landscape.
- Strong copywriting skills and excellent attention to detail.
- Website management skills.
- Good design acumen and some design/ multimedia skills.
- Basic video/sound editing skills for creating online content.
- A strong initiative and inherent curiosity for problem-solving.
- Ability to work remotely (must be Irish-based).

## Desirable Skills Requirements

- An understanding & awareness of the wider music and arts scene, particularly jazz & other creative music in Ireland and Europe.
- Experience with fundraising.
- A full, clean drivers licence and own car.

## About IMC

Improvised Music Company (IMC), founded in 1991, is an Arts Council funded resource for Irish musicians and a specialist music promoter for jazz, ethnic and other creative music in Ireland.

We produce a number of festivals annually as well as intimate and large scale concerts of Irish and international jazz, experimental and world music artists. Today, we're Ireland's only jazz and improvised music producer, with hands-on involvement in many aspects of music-making throughout the island, from festival programming, concert promotion, touring, education and audience development. We also work on behalf of Irish jazz and improvising artists, assisting them in performance opportunities, knowledge of the music industry providing resource support for their activities.

Improvised Music Company is committed to a policy of equal opportunity and encourages applications under all ten grounds as set in the Arts Council's Equality, Human Rights and Diversity Policy.

Improvised Music Company is proudly funded by the Arts Council / An Chomhairle Ealaíon.

## Application Details

Interested candidates should submit a cover letter/email and CV outlining their experience and how it relates to the advertised position for the attention of General Manager Caitriona O'Mahony [admin@improvisedmusic.ie](mailto:admin@improvisedmusic.ie)

Please include two referees and put " Communications Manager" in the email subject line.

**Deadline for application submission is 5pm, Thursday 23rd March 2023.**

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Please contact [pr@improvisedmusic.ie](mailto:pr@improvisedmusic.ie) with any enquiries about this position.