

# Job Opportunity

Deadline - May 15th, 2022, 5pm

## Communications Officer (p/t)

IMC is currently developing and implementing a suite of exciting new events, artist opportunities and professional development initiatives and is seeking a communications officer to join our team. Working with the Marketing Director and General Manager in areas including social media, PR, industry communications, website etc., this role is ideal for a candidate with strong communication skills, experience working in a fast-paced arts environment, and a willingness to learn and develop new skills.

This is a part-time position, 3 days per week and may require additional days/weekends based on IMC's events output. IMC currently works in a hybrid capacity, with a number of days per week working from home, frequent on-site live events (largely in Dublin), and other meetings in our Dublin office space. Candidates will need to be resident in Ireland, as IMC remains based in Dublin.

Additionally, there is the possibility of a position combining the Communications Officer role with Artist Development Officer or Production Coordinator roles for candidates with the relevant skills and experience - please see the relevant Role Descriptions. One CV and cover letter may be submitted for multiple roles and should specify which role or roles are the subject of the application.

## Candidate Responsibilities

You will be working with the Marketing Director and General Manager in promoting IMC's activities and communicating with a variety of publics. Responsibilities include, but are not limited to:

- Assist in 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 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 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 events and organisations
- Strong copywriting skills and excellent attention to detail
- Website management skills
- Good design acumen and basic design/ multimedia skills
- Basic video/sound editing skills
- 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.
- A good basic knowledge of the Irish media landscape
- Experience with fundraising

## 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 together with a CV outlining their experience and how it relates to the advertised position and including the contact details of two referees for the attention of the CEO, Kenneth Killeen [jobs@improvisedmusic.ie](mailto:jobs@improvisedmusic.ie)  
Please put " Communications Officer" in the subject line of your email.

Deadline for submission is 5pm on May 15th, 2022

Please note we have two other positions also available at this time.

See [www.improvisedmusic.ie](http://www.improvisedmusic.ie) for details