

November 2021

Exciting Opportunity to Work with Listowel Writers' Week – P/Time Administrator

Listowel Writers' Week is currently recruiting an Administrator to join the Writers' Week Team and collaborate on various activities over the coming months. We are looking for proactive, ambitious, creative thinkers, who enjoy being part of a team, and assisting with planning a diverse and inclusive programme for our 2022 festival programme, with more exciting bits in between.

Briefly, the successful candidate will assist in the following areas:

- Communication with Patrons and Sponsors
- Organisation of workshops and administration of competitions
- General Administrative duties
- Liaising with Art Practitioners, publishers and media

The role will require that you are available to work on-site at LWW and at home. The position is part-time – 21hrs per week.

Experience in administration applications such as MS Word, MS Excel & MS Outlook are advantageous. Candidates will be provided with opportunity to expand on additional aspects while working with the LWW Team.

This position will run from December 2021 – July 2022. The salary amount will be shared upon interview.

Details on Job Spec

Key Roles:

General administrative duties in particular, communication with Patrons & Sponsors.

Liaising with Art Practitioners, publishers and media

Administration of competitions workshops

Responsibilities:

- Assist in the organisation of workshops
- Liaising with competition entrants & administration of competition
- Assist with planning and hosting events
- Daily administrative duties – filing, processing mail and phone calls, sales
- Proficient on MS Office – Word, Excel, PowerPoint, Outlook, etc.
- PR and communications

Requirements:

- Self-motivated & Pro-active
- Excellent communication skills – verbal and written
- Energetic and passionate about the festival
- Ability to meet deadlines and works well under pressure
- Work on own initiative and as part of a team
- Excellent organisational and time management
- Enjoys creative thinking, innovation and problem solving
- Interested in self-development – training and up-skilling including digital marketing and sales software
- Must be fluent in English

In return you will gain experience working with a festival team who will be dedicated to supporting your professional growth.

To express your interest for this position, please email an updated CV and Cover Letter to sharon@writersweek.ie before 26th November 2021.