



FIRST FORTNIGHT

THE ART OF MENTAL HEALTH

PART-TIME COMMUNICATIONS OFFICER

Post: Part-time Communications Officer

Contract: Seasonal and temporary on freelance basis. 2 days per week from week beginning 14th August 2023, rising to 3 days per week from week beginning 20th October 2023 and concluding week commencing 22nd January 2024 with time off over Christmas and New Years period.

Fee: €6380 total to be paid in increments over the period.

Reporting to: General Manager

Location: This role can be carried out remotely, but hot desking facilities are available in the First Fortnight office in Dublin 8. There is a preference for the Comms Officer to join a team meeting in the office once every two weeks.

First Fortnight is looking to recruit a Communications Officer to join the team in the run up to First Fortnight 2024. The Communications Officer will report to First Fortnight's General Manager and work closely with the wider First Fortnight team to write engaging newsletters and curate the organisation's social media accounts. The successful candidate will also work on communications relating to our Centre for Creative Arts Therapies.

First Fortnight is a charity that challenges mental health prejudice through arts and cultural action. Each January, First Fortnight presents a two-week festival promoting mental wellbeing and conversations about mental illness through art and culture.

PERSONAL SPECIFICATIONS

REQUIRED

- An interest in the Arts or non-profit sector.
- Experience managing social media accounts for an organisation (Unpaid and voluntary experience is completely valid).
- Ability to work to a deadline and communicate clearly
- Experience working as part of a team.

ADVANTAGEOUS

- A passion for challenging mental health prejudice and stigma.
- An understanding of Microsoft Office, social media platforms, Mailchimp, Ticketsolve.
- A knowledge of picture editing software for resizing and editing within templates.



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RESPONSIBILITIES

- Implement social media strategy with support of communications volunteers.
- Responsible for scheduling of online content across all channels including Facebook, Twitter, Instagram, and LinkedIn.
- Draft and send a regular newsletter.
- Communicate openly with General Manager on work patterns.
- Collaborate with the First Fortnight Centre for Creative Therapies team around communication and promotion of the service and service expansions.
- Gathering photos and blurbs from participating artists and organisations.
- Drafting e-vites to launch and other events.
- Support General Manager in Box Office and Guest List Management.
- Manage festival queries via social media channels.

ADDITIONAL INFO

TYPE OF CONTRACT

This is a seasonal, temporary and flexible role offered on a freelance basis. This role is 2 days per week rising to 3 days per week at the end of October. Exact schedule to be agreed with the successful candidate. The festival runs for the first two weeks of January 2024 and the successful candidate will be required to work for this period.

Please send the following to grace@firstfortnight.ie by 5pm on Friday 21st July:

- Cover note (you can put this in the body of the email)
- CV

This role can be carried out remotely, but hot desking facilities are available in the First Fortnight office in Dublin 8.

There is a preference for the Comms Officer to join a team meeting in the office once every two weeks in the immediate run up to the festival, but this is not mandatory, and you can join via zoom.

If you have any questions about the role, please email Grace at grace@firstfortnight.ie

First Fortnight is an equal opportunities employer. We would like to encourage applicants from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQIA+ communities. We understand that imposter syndrome can prevent capable people from applying for jobs. If you are interested, please apply.