

WORK FOR THE IRISH ARTS REVIEW

Office Administrator

We require an experienced Office Administrator (maternity leave contract role, full time, commencing June 2017) to join our team in Dublin 2. Excellent organisational and IT skills (Excel, QuickBooks, MS Office) are essential. The role includes reception duties; all administration for the office; some accounting duties (invoicing, payments and debt control); managing the distribution of the magazine (retail and subscription); and other duties as directed by the CEO.

Subscription Sales and Marketing Executive (p/t)

This is an exciting opportunity for an experienced sales and marketing executive to develop subscription sales; devise and implement marketing plans; manage web and social media updates; attend relevant trade fairs; and work closely with the CEO to develop the audience for the Irish Arts Review. Excellent organizational and IT skills (Wordpress, Excel, MS Office) are essential. Flexible hours, based in Dublin 2.

CVs to sperkins@irishartsreview.com