

Press & Marketing Assistant Job Description

Post: Press & Marketing Assistant
Contract: Part-time Temporary, 22 August – 21 September 2022 (20 days)
Reporting to: Marketing Manager
Location: Dublin Fringe Festival Sycamore Street, Dublin 2
Salary: €28,600 pro rata

Dublin Fringe Festival is looking for a brilliant individual to join the team as it heads full throttle into its festival run. The person we are looking to have join us will assist the Marketing & Press team with audience development through research and outreach. Dublin Fringe Festival is looking to expand its audience and engage with communities of first-time attendees, and the Marketing and Press Assistant will have a key role in achieving that with the organisation.

You will be responsible for:

- Liaising with festival artists, companies and productions in addition to other partners including venues to build a contact network
- Research community and interest groups relevant to Dublin Fringe Festival programme
- Outreach and contacting community and interest groups to promote relevant Dublin Fringe Festival shows
- Support PR consultant and PR manager in promotional activity
- Assist during the festival as needed to support PR & Marketing teams
- Refresh and renew press contact lists
- Deal with media, internal and partner enquiries in an efficient and professional way
- Collate press clippings and ensure that all media mentions are filed in an orderly manner
- Support PR & Publicity manager with image requests
- Ad hoc marketing admin tasks

Skills and Experience

For this role we are looking for someone who is comfortable and confident joining a busy team during their peak time. Someone who has the initiative and assertiveness to take on tasks that require contacting and engaging external networks as a representative at Dublin Fringe. Someone who feels naturally at ease in a sales-oriented role. Similar previous experience or in a customer-facing/sales role is desirable but not essential.

HOW TO APPLY

- You must have legal status to work in the Republic of Ireland.
- To apply for this position, please email recruit@fringefest.com letting us know why you are interested in the position and the relevant experience you have that makes you the ideal candidate for the role.

Dublin Fringe Festival welcomes applications from all sections of the community. We particularly encourage applications from members of groups who are underrepresented in the cultural sector. Black people, People of Colour, people with disabilities, members of the Traveller community, LGBTQ candidates and candidates of all gender identities are actively encouraged to apply.