

## Advertisement

# Arts Programme Administrator

**Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development.**

Our aim is to inspire people aged 50+ to live a dynamic life in which they are more active, more visible, more creative and more connected.

We work with local communities and organisations across the country to run a range of programmes and activities in three key areas:

- Age & Opportunity **arts** provides opportunities for us to engage more in arts and cultural events and initiatives
- Age & Opportunity **sport** is designed to get us more active and participate in recreational sport and physical activity
- Age & Opportunity **engage** offers a range of workshops and learning initiatives for our own personal development as well as opportunities for us to play an active role in our community.

We are looking for candidates who have a minimum of 1 to 2 years' administration experience in an arts related field, a knowledge of Ireland's arts and culture environment, policies and structures, and a relevant third level qualification in an arts related field.

Candidates must have excellent administration skills, great organisational and project management capabilities, and excellent written and oral communication skills.

A full job description and person specification is available here and on our website [www.ageandopportunity.ie](http://www.ageandopportunity.ie)

This is a part-time position, over a five day week, with a salary of €28,000 pro rata, and a one year specified purpose contract initially.

## How to apply

Please send your CV and cover letter, outlining how you match the above criteria to:  
Margaret Roe, HR Manager, Age & Opportunity, St. Patrick's Building, Marino Institute of Education, Griffith Avenue, Dublin 9

Email: [Margaret.Roe@ageandopportunity.ie](mailto:Margaret.Roe@ageandopportunity.ie)

**Deadline for receipt of applications is 12 noon on Wednesday the 29<sup>th</sup> of January.  
Interviews will be held on Monday the 10<sup>th</sup> of February.**

**Age & Opportunity is an equal opportunities employer.**