

Programming Assistant for the Irish Writers Centre

9 June 2025

ABOUT THE ROLE

JOB TITLE: Programming Assistant

CONTRACT: Full time, permanent, with six-month probation period.

SALARY: €32k p.a.

REPORTING TO: Deputy Chief Executive Officer with Head of Programming as line manager

LOCATION: Location: Irish Writers Centre, 19 Parnell Square, Dublin 1, D01 E102. Please note the post-holder will need to be Dublin-based to carry out the duties of this position.

ABOUT THE IRISH WRITERS CENTRE

Founded in 1991, the Irish Writers Centre is Ireland's leading resource and development organisation for writers. Our vision is to support the life of the writer as they illuminate our lives with their ideas and words.

Our creative writing Academy delivers a year-round programme of 150+ creative writing courses, masterclasses and seminars, online and in person. In addition, we run a National Mentoring Programme and administer a range of development opportunities for writers including residencies, competitions and bursaries.

We operate on an all-island basis and are a membership organisation and a registered charity.

PROGRAMMING ASSISTANT

Role Summary

The Programming Assistant will provide administrative support to the Head of Programming and assist them in the full lifecycle of Academy year-round programming, outlined above, and our calendar of events from initial concept to final execution and evaluation. They will help the senior management team build on the organisation's rich literary legacy as well as continuing to support all writers at various stages of their careers and lay the foundation for future writers. For background, please see Irish Writers Centre 2022-26 Strategy.

As well as strong administrative, organisational and communication skills, this role requires empathy of the needs of the professional, emerging and beginner writers and organisations that are supported by the Irish Writers Centre.

A collaborative approach is also required to those individuals, stakeholders and organisations that are supported by the Irish Writers Centre including Board of Directors, Funders, Cultural Partners, Media, etc.

As a member of a small hard-working team the position is a key ambassadorial role for the Irish Writers Centre.

The Programme Assistant reports to the Deputy Chief Executive Officer with Head of Programming as line manager

Duties and Responsibilities:

Academy Programming & Events Management

- Provide administrative support to the Head of Programming, ensuring smooth planning and delivery of the full Academy programme of professional development including courses, workshops, seminars and masterclasses.
- Provide administrative support across our calendar of events and membership, including but not limited to, the annual Novel Fair competition, the National Mentoring Programme, Regional Literary Roadshow, Writers in the Regions, Masterclass Series, Membership events, Open Days, Publishing Days, Podcast series and once off creative projects. May involve some travel.
- Manage and upload to website all Irish Writers Centre Academy activities ensuring excellent standard of accuracy and content.
- As required, source and liaise with external freelance writers, facilitators and contributors to deliver activities
- Ensure all necessary arrangements are in place for the smooth running of each activity, developing contingency options as required.
- Provide information and assistance to those participating in our programme of activities and to facilitators and project leaders and the IWC team members.

Team Management & Work Practice

- Ensure that the activities linked to this role are delivered to the highest standard and that deadlines and targets are met.
- Monitor programming invoices and working with Finance update budgets as required.

- Work with the Irish Writers Centre team to identify opportunities and ideas to engage with new audiences, while increasing engagement with existing audiences
- Work collaboratively with team members and other colleagues in order to meet organisational vision, mission and values.

WHO WE ARE LOOKING FOR:

The successful candidate will have:

- Excellent communication, writing and IT skills (with a high level proficiency in Microsoft Word, Excel, PowerPoint, CANVA, knowledge of WordPress and Illustrator and familiarity with Eventbrite planning)
- An outstanding command of English.
- A minimum of two years' experience in a programming or events role, preferably in the cultural industries.
- The ability to manage a demanding workload across multiple projects in a professional and confident manner.
- The ability to work collaboratively with a small team in order to meet organisational objectives.
- Strong interpersonal skills together with the ability to integrate with team and all external writers, readers and stakeholders
- The ability to work autonomously and effectively manage your own workload.
- As a member of a small hard-working team the post-holder must be willing and able to work flexibly.

TERMS AND CONDITIONS:

The normal place of work will be in person at the Irish Writers Centre, 19 Parnell Square, Dublin 1.

The role is full time Monday to Friday. Normal hours of work will be between 9.30am and 5.30pm, however, due to the nature of the role the post holder will be required to work some evenings and weekends in order to fulfil the role successfully. Time off in lieu will be given for hours worked outside of the normal schedule.

The normal hours of work will be 35 hours per week. The working day will comprise of an 8 hour shift with one hour for lunch, or equivalent. The salary is paid in arrears by bank transfer on a monthly basis.

Irish Writers Centre is committed to ensuring that equality and diversity are at the heart of what we do and actively welcome applications from all sections of the community.

The Irish Writers Centre, is currently housed in 19 Parnell Square, Dublin 1 which is a Georgian building and is not suitable for those with mobility impairments.

The Application Process

The application will comprise of:

- A cover letter which concisely outlines the key skills and qualities which you will bring to the role of Programming Assistant relating how your experience has prepared you for the key challenges of this role and how your skills and experience will enhance the IWC's ambitions as the national flagship organisation for writers.
- A Curriculum Vitae, including the names and contact details of two referees (email and mobile number. Referees will only be contacted in the case of final shortlisted candidates.)

Applications, by email only, should be submitted to the attention of Teerth Chungh, Deputy CEO at management@irishwriterscentre.ie with **Application for Programming Assistant** in the subject line. *It is essential that both of the above stated documents are collated into a single word or pdf attachment*

Deadline for applications is **Sunday 6 July 2025**. (Late applications not accepted.)

Interviews for this position will take place in person on **Monday 21 and Tuesday 22 July 2025**. Applicants selected for interview will be expected to be available on these dates.

Selection

Interview candidates will be selected on the basis of their suitability for the role, in line with the stated criteria above.

The Irish Writers Centre is registered with the Charities Regulatory Authority in the Republic of Ireland. Our Charity Registration number is CHY 19738. Our registered address is: Irish Writers Centre, 19 Parnell Square, Dublin 1, D01 E102.