

MARKETING & COMMUNICATIONS EXECUTIVE - RECRUITMENT NOTICE

JOSEPH WALSH STUDIO

Joseph Walsh Studio, situated in County Cork, Ireland, encompasses a design studio, workshop, gallery and archive. Here art, craft, design and technical innovation merge in the creation of exquisite and expressive pieces that open up new possibilities in material and form. Joseph Walsh's works, from monumental scale sculptures to one-of-a-kind site-specific commissions and collectible design editions, can be found in significant international public and private collections.

JOB DESCRIPTION

Working on-site as part of the Joseph Walsh Studio Gallery Business Unit [BU] and under the direction of the Creative Director Associate, the Marketing & Communications Executive will have a clear understanding of the Unit's function and overall objectives. They will report twice weekly at Gallery BU meetings and will provide the Creative Director Associate with a progress report prior to each quarterly management meeting. The Marketing & Communications Executive will also contribute to the Gallery BU's KPI's in respect of setting objectives and criteria for assessment.

THE ROLE

- Dealing with client communications [working closely with both the Creative Director Associate and Gallery team]
- Co-ordinating client experiences/visits [working closely with the Gallery team]
- Managing client services
- Managing Gallery maintenance
- Managing exhibition planning [working closely with both the Creative Director Associate and the Gallery team]
- Managing exhibition logistics
 - Managing contacts database
 - Managing works database
 - Managing the Calendar of Activities
- Participation in the development and implementation of communications and marketing strategies to build strong and long-term relationships with high level clients and Cultural institutions.

- Participation on the development and implementation of the sales strategy [working closely with both the Creative Director Associate and the Gallery team]

The Marketing & Communications Executive will be responsible for a number of projects from start to finish and will assist other members of the Gallery BU, if and when required, to ensure the BU meets its overall objectives.

THE IDEAL CANDIDATE WILL HAVE:

- Excellent presentation and organisational skills.
- Excellent verbal and written communication skills.
- A proficiency in MS applications and Mac [essential].
- Comprehensive technical skills with the ability to create new internal systems where required.
- Experience in using social media platforms.
- Experience of website management tools [preferable].
- The ability to work on their own initiative and achieve deadlines.
- A full clean driving licence [essential].

TO APPLY

To apply, please send a cover letter and CV to careers@josephwalshstudio.com
Applications should be received by 25th February 2022

<https://www.josephwalshstudio.com/>