

Communications & Engagement Officer

Dublin Dance Festival is seeking a dynamic and motivated person to join our team in the following role:

Job Title: Communications & Engagement Officer

Reporting To: Communications Director

Terms: Fixed term contract, 9 months during a 12-month calendar period

About Us:

Dublin Dance Festival is Ireland's leading contemporary dance festival bringing artists and audiences together through extraordinary dance experiences. We share world-class dance with audiences in Ireland. We are a vital platform for artists and the creation of new work. We champion artistic voices that reflect the many cultures, communities and perspectives of our diverse city and beyond. Our international festival, each May, alongside our year-round activities is an invitation to the widest possible audience to engage with dance.

About the Role:

The Communications & Engagement Officer will work closely with the Communications Director to deliver engaging communications and marketing activity that build awareness of and participation in the Festival. With a particular focus on digital content, the Communications & Engagement Officer will manage day-to-day social media and website activity, contribute to campaigns and brand implementation, and support communications throughout the year and across Festival activity. Working collaboratively across the organisation, the Communications & Engagement Officer will also support relationship management and administration.

KEY RESPONSIBILITIES

Communications & Digital

- Support the delivery of the Festival's communication strategies to the highest possible standard within agreed budget and timelines, liaising with external agencies, consultants and suppliers.
- Manage the Festival's social media channels (including content planning, creation, scheduling and monitoring), building online presence and engagement.
- Create engaging content for the Festival's blog, newsletters and other communications channels.
- Manage the Festival's website content and digital newsletter.
- Document projects and events through photos and videos.

Marketing & Promotion

- Assist with the planning and delivery of DDF's advertising and promotional campaigns.
- Support the production and delivery of the Festival's marketing materials, including liaising with designers, ensuring implementation of brand guidelines and creation of promotional content and assets.
- Coordinate the distribution of promotional material to venues and partners.
- Assist with coordination of press and publicity activities.
- Support in post-festival data analysis and preparation of reports.

Events & Partnerships

- Assist with the delivery of festival and year-round events (e.g. programme launch, opening night, receptions, DDF Friend events).
- Manage invite lists and guest tickets.
- Support preparation of sponsorship and fundraising proposals, applications and reports.
- Ensure funder / sponsor / partner branding and communications requirements are met.
- Provide general marketing, communications and event support as required, including ad hoc projects and activities.

General

As a member of the DDF team you will:

- Work within the values and ethos of DDF, use best practice, and support diversity, equality and inclusion across all aspects of your work
- Represent DDF and act in an advocacy capacity assisting with meetings, networking and hospitality
- Support project management and administration across areas relevant to your role
- Work to DDF's policies and processes as outlined in the DDF Staff handbook.

PERSON SPECIFICATIONS

The ideal person for this role will be:

- Creative, enthusiastic and passionate about communications, marketing and the arts.
- A confident and engaging writer, with excellent attention to detail and an ability to adapt content for different audiences and channels.
- Organised, proactive and able to manage multiple priorities and deadlines in a busy Festival environment.
- Digitally confident, with a good understanding of social media, digital content and audience engagement.
- A collaborative and positive team player who can build strong relationships with colleagues, artists, partners, suppliers and other stakeholders.
- Flexible and solutions-focused, with the initiative to work independently while knowing when to seek guidance and support.

Essential Criteria:

- Relevant experience in a communications, marketing, digital content or related role.
- Experience managing social media and creating engaging digital content.
- Excellent written and verbal communication skills (English language), including proofreading and editing.
- Experience creating and managing content for websites and/or digital communications.
- Proficiency with a range of digital platform and tools relating to content management, design and email marketing (e.g. Craft CMS, Canva, Mailchimp, Microsoft 365 or similar).

Desirable Criteria:

- Experience working in an arts, cultural or festival environment.
- Experience supporting marketing or communications campaigns, including working with brand guidelines and creative suppliers.
- Experience creating engaging visual and video content for digital and social media channels.
- A qualification in Communications, Digital Marketing or a relevant field may be advantageous.

TERMS AND CONDITIONS

Salary: €30,000 – €32,000 pro rata dependent on experience

Contract: This role is 9 months during a 12-month calendar period

Holidays: 25 days per year (pro rata) + Bank Holidays

Pension: Contributions made on a scale depending on length of service.

Location: Festival House, East Essex Street, Dublin 2

Working Model: DDF adopts a hybrid working approach. This role would involve 2–3 days per week in person in the office depending on the time of year. All staff are required to be based full time in the office in the lead up to and during festival weeks.

Reporting To: Communications Director

How to apply

- Applications should be sent to recruitment@dublindancefestival.ie by **5:00pm on Tuesday 6th October**.
- Applicants should supply a letter of application (2 pages maximum length) outlining why you want this role and highlighting the skills and experience that you could contribute. Please address your letter to Ruth Riordan, Communications Director.
- Applicants should include a CV with details of your experience to date and the names of two references.

Dublin Dance Festival is an equal opportunities employer and this role is open to all suitably qualified candidates, regardless of gender, family status, sexual orientation, religious belief, age, disability, race, or membership of the Traveller community. We encourage candidates to let us know of any accommodations we can make to enable you to apply for this role.

Interviews: Wednesday 14th October, 2026, Dublin City Centre