



CIRCUS FACTORY
CENTRE PARK ROAD
CORK CITY

Circus Factory is an organisation dedicated to elevating Ireland's Circus Arts to ambitious new heights through innovation and creativity. We are excited to be expanding our team with two new positions for January 2022 in the roles of Youth and Social Circus Coordinator, and of Communications and Marketing Coordinator. The two positions may be combined and fulfilled by the same person if a suitable candidate is found. Circus Factory is an equal opportunity employer.

Position # 1

Job Title:	Youth and Social Circus Coordinator
Location:	Cork
Wage Rate:	€12,400
Hours per week:	16 hrs
Working days:	Flexible working hours
Term of Contract:	1 year (initial 8 weeks probationary period)

What's the role?

Circus Factory seeks to fill the position of Youth and Social Circus Coordinator to continue the development of these programmes. Ideal candidates will have strong communication skills, have a high degree of computer literacy, a passion for the creative arts, and ability to work with a team, and on their own initiative. Desired, but not required, would be a working knowledge of youth circus and experience working within marginalized communities.

Skills required :

- Using Google Suite
- Spreadsheets
- Document filing



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- Calendar Scheduling
- Communications and Forward planning
- Funding experience at local, national and international levels.

Duties Will Include:

- Maintaining calendar
- Tutor rosters and class planning
- Budget Management
- Evaluations
- Management and filing of social media content including necessary permissions.
- Email communications and weekly meetings
- Engaging with and expanding upon community partnerships
- Sourcing and applying for funding opportunities

Position # 2

Job Title:	Social Media & Marketing Coordinator
Location:	Cork/Remote
Wage Rate:	€12,400
Hours per week:	16 hrs
Working days:	Flexible working hours
Term of Contract:	1 year (initial 8 weeks probationary period)

What's the role?

Circus Factory seeks a Social Media & Marketing Coordinator with strong communication skills, a passion for the creative arts, and ability to work with a team. The position will be central to Circus Factory's strategic goal in building a visible brand and identity by strengthening and growing audiences and participation in contemporary circus.



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The ideal candidate will be a creative and self-motivated individual with the ability to work as a part of a team and on their own initiative. They will be experienced in managing and creating content for social media channels (Facebook, Instagram, Twitter, Mailchimp) with a keen eye for detail and flair for writing copy for email and social channels a must. Further experience but not essential will be experience in uploading content to Wordpress websites, Mailchimp marketing and some knowledge of graphic design packages such as Photoshop or Canva.

Duties Will Include:

- Planning, creating and scheduling social media content including website(Wordpress) blog posts.
- Engaging with Circus Factory's online community and followers
- Monitoring and reporting on social performance and channel growth
- Coordinating email communications
- Weekly team meeting
- Creative input on sharing artistic content

Closing date:

Applications for both positions close on the 18th November 2021 12pm /noon.

Interviews will be held on Nov 29th and 30th 2021.

Paid employment and induction week Dec 6th 2021.

Please email manager@circusfactorycork.com with a CV and cover letter and state the position(s) you wish to apply for.