



Poetry Ireland Administrator

Poetry Ireland / Éigse Éireann is Ireland's resource organisation for the promotion and development of Irish poetry at home and abroad. Our mission is to connect people and poetry. 2026 will mark a major milestone for the organisation as we have moved to our permanent home at No.11 Parnell Square East which will feature the Seamus Heaney Poetry Library, an education space, two beautiful performance spaces and our administrative offices.

As part of this new phase for the organisation, we are recruiting for the new position of administrator to enhance Poetry Ireland's team and to support the daily operations of the organisation.

Reporting to the Director and Operations Manager and working closely with them they will also work across the Poetry Ireland team as directed.

This role is ideal for an ambitious, capable, and highly motivated individual. Responsibilities include assisting with daily operations, event and programming production, office management, reporting, and delivering on our artistic programme.

As part of a small team, the role demands the ability to multitask, strong written and verbal communication skills, financial proficiency, strong IT skills, event management, and a highly professional work ethic, along with a friendly and welcoming approach to colleagues, artists, and the public, and the ability to meet deadlines and be flexible.

This is an exciting opportunity for the right candidate to excel while gaining broad exposure to all aspects of Poetry Ireland's operations, including direct engagement with artists, users, and key stakeholders.

Job Title; Poetry Ireland Administrator.

Contract; Part-time, permanent for three years, subject to renewal, with a six-month probation period.

Salary; Commensurate with skills and experience with a guide of €28,000 euro in addition to pension contribution on the completion of a successful probationary period.

Working Hours; Core hours are generally Tuesday to Friday from 9.30am to 5.30pm. This role will require flexibility due to the nature of events, so it will require some weekends and evenings, so flexible working hours are necessary. Time in lieu will be provided by your managers' approval.

Role Overview;

- Working closely with the Director and Operations Manager across all aspects of the organisation.
- Provide administrative support for the effective day-to-day running of the organization and artistic programme including welcoming individuals and groups to No. 11 Parnell Square East and working offsite at various events as required.

- Managing phone, email, programme logistics and developing contingency plans as needed.
- Support Poetry Ireland / Éigse Éireann in making our new permanent home a vibrant resource for poetry by liaising enthusiastically and professionally with artists, the public, partners, and others.
- The ability to manage multiple tasks simultaneously, including supporting event management, front-of-house, venue bookings, and responding to queries, while providing in-house administrative support across programmes, budgets, invoicing, record keeping, reports, data collection, presentations, funding applications, and contracts.
- Support the implementation of Poetry Ireland / Éigse Éireann policies and procedures within our new permanent home and across our programme work streams.
- Provide support to the wider team as directed across each of our key areas of work including but not limited to education and engagement, publications, communications and marketing and our Seamus Heaney Poetry Library.
- Ensure the smooth maintenance and organisation of the office environment including liaising and managing suppliers.
- Maintain excellence in all aspects of the role while meeting deadlines and achieving objectives.
- In line with the evolving needs of the organisation, the successful candidate may be required to undertake additional duties that are reasonable and relevant to the role.

Essential Skills and Experience

- Excellent organisational skills, with the ability to prioritise and manage multiple projects under tight deadlines.
- Strong IT and digital skills with a high-level proficiency in using Microsoft Word, Excel, PowerPoint, SharePoint and knowledge of using Drupal, Canva, and social media platforms.
- An outstanding command of English with excellent written and verbal communication skills.
- Ability to take ownership, work on their own initiative, and collaborate as part of a team.
- Excellent arithmetic and numerical skills. Accounts experience a plus.
- A love of and commitment to promoting poetry for all.
- Ambition to develop and grow skills.

Desirable Skills & Experience

- 2+ years' experience in an administrative role, ideally in the arts, education, or a creative/learning organisation.
- Experience and knowledge of the arts, ideally of Irish poetry
- Familiarity with cultural/arts infrastructure within which Poetry Ireland / Éigse Éireann operates in Ireland, and arts or creative industry administration experience or relevant knowledge of comparable cultural arts structures elsewhere.

The package on offer includes the following benefits:

- Annual Leave: 25 Days per annum assigned pro-rata with additional holidays allocated at the discretion of the company (Good Friday and Christmas etc.)

- Working Hours: Core hours are generally Tuesday to Friday from 9.30am to 5.30pm. This role will require flexibility due to the nature of events, so it will require some weekends and evenings, so flexible working hours are necessary. Time in lieu will be provided by your managers' approval.
- Location: Poetry Ireland, 11 Parnell Square East, Dublin 1, D01 ND60. This role will also require out of office and event work. For out-of-office work outside Dublin, travel and associated costs will be covered where appropriate. Please note that the post-holder will need to be Dublin-based to carry out the duties of this position.
- Salary: Commensurate with skills and experience with a guide of €28,000 euro in addition to pension contribution on the completion of a successful probationary period.

Equal Opportunities

Poetry Ireland / Éigse Éireann is an equal opportunities employer. We welcome applications from all qualified individuals, regardless of age, gender, disability, ethnicity, religion, or other protected characteristics. We are committed to fostering an inclusive and diverse working environment.

Right to Work

Candidates must have the legal right to work in Ireland at the time of application. Poetry Ireland / Éigse Éireann is not in a position to sponsor work permits for this role.

Confidentiality & Data Protection

All applications will be treated in the strictest confidence. Data will only be used for recruitment purposes and will not be shared with third parties.

Application details:

Suitably qualified applicants are invited to apply for this exciting role by

- Submitting a cover letter outlining the key skills and qualities you would bring to the role and to Poetry Ireland / Éigse Éireann at this exciting time for the organisation.
- A Curriculum Vitae, including the names and full contact details (email address and mobile number) of two referees. Referees will be contacted only if you are selected as one of the final shortlisted candidates.

Please email these to recruitment@poetryireland.ie with the subject matter "Poetry Ireland Administrator."

The **deadline** for applications is 6pm on June 3rd, 2026, and interviews will take place on Thursday June 19th and/ or Friday June 20th, 2026. Applicants selected for interviews will be expected to be available on these dates.