

Social Media, Multimedia Creativity Support Worker - Community Employment Scheme

Cork Arts Theatre Administration would like to recruit a **Social Media, Multimedia & Creativity support worker** for the office of **Suisha Inclusive Arts (Horizons, formerly Cope Foundation)**. **Applicants must be eligible for a Community Employment Scheme, i.e. over 21 years of age and in receipt of a Department of Social Protection payment for 12 months or more**

We are looking for a person with:

- An interest in Arts & Disability
- Excellent interpersonal and communication skills
- Very good organisational and time management skills
- Computer literacy - particularly in the use of Microsoft Office – Outlook, Excel, Word, PowerPoint etc.
- A relevant third level qualification is desirable
- Social Media knowledge: Facebook, Twitter, Workvivo, Instagram
- Multimedia knowledge: uploading videos, audio, Canva Design application and some website content experience
- Creative and artistic capacity

Duties and Responsibilities include:

Engage in project work related to the work programme of Suisha Inclusive Arts

- Social media updates for allocated projects and events which focus on Inclusion
- Use of email for Suisha Inclusive Arts projects
- Answer the telephone and deal with calls.
- Development of timetables, social media posts in line with data protection guidelines set out by Cope Foundation.
- Support the team in the delivery of the project work through online and digital platforms.
- Work with the team to deliver creative projects.

Reporting

Reports to Manager of Arts and Creative Arts Therapies – Horizons, formerly Cope Foundation.

For further information on this programme please visit: Facebook [@Suisha Inclusive Arts](#)

Informal enquiries may be made to Eoin Nash on Tel: 086-8074037. To apply for this position please email your CV to magda@corkartstheatre.com by **5pm. Monday 6th January 2025**. **NOTE:** Applicants applying for this position must comply with Horizons policies and procedures. For further details on the recruitment process please contact Milly Farrell at farrellm@horizonscork.ie / 021-4643294.