

Administrative Assistant

Na Píobairí Uilleann (NPU), the Society of Uilleann Pipers was founded in 1968 to promote the playing and making of uilleann pipes and Irish traditional music in general. We have extensive music tuition, pipemaking training, publications and public performance programmes and provide a wide range of services through our online resources.

With a growing worldwide membership and expanding events programme, we have a vacancy for a full time Administrative Assistant. The main priority for this role is to develop relationships with and support international uilleann pipers' groups deploying effective communications and digital marketing skills. The successful candidate who will report to the Administrator will also work as part of the NPU administrative team, responsibilities will include shared projects and task.

The successful candidate will ideally have experience in administration in a commercial environment, possess excellent communications, interpersonal and organisational skills and have a working knowledge of Microsoft Office. The ability to work on their own initiative and to strict deadlines is an essential requirement. Knowledge of traditional Irish music would be advantage.

Key Responsibilities

Administrative

- Identifying appropriate funding opportunities
- Developing relationships with international uilleann pipers' groups

Communications

- Updating Stakeholders
- Coordinating media communications
- Coordinating & generating publicity material from all NPU events
- Social media engagement

Events

- Developing online event programming
- Supporting International Piping Day events
- Developing online event programming

Financial

- Preparation of grant applications

Letter of application together with detailed CV addressed to The Administrator, Na Píobairí Uilleann, 15 Henrietta Street, Dublin 1, D01N504 or by email to annemarie@pipers.ie to arrive not later than 5 p.m. on Friday 16th April 2021.