

Skein Press: Communications and Impact Manager (Part Time) **(<https://www.activelink.ie/node/115686>)**



Communications and Impact Manager

Skein Press is looking for a dynamic, committed leader to join our small team at a crucial stage in its development.

Skein Press curates and publishes thought-provoking stories not commonly featured in the literary arts in Ireland. We are passionate about storytelling and counter-storytelling in all its forms and facilitate writers and artists to bring their work to the public through traditional publishing as well as new media.

Our ideal candidate would have experience in some or all of the following areas: communications, marketing, events, public relations, sales and management, ideally within a publishing environment or an arts organisation.

Priority will be given to applicants who can demonstrate a longstanding commitment to championing inclusion either through their own lived experience or through their work. Skein particularly welcomes applications from those who identify with one or more of the nine grounds underlined in the equality legislation.

Responsibilities

- Develop and coordinate effective communications and marketing initiatives to build relationships, expand audiences and promote Skein's print and digital publications
- Develop and implement Skein's digital marketing strategy, including management of the website and social media channels
- Oversee the creation, design and production of marketing and promotional materials, liaising with Skein's roster of freelance designers and specialists as required
- Lead on the distribution and marketing of Skein's publications within and outside Ireland
- Liaise with authors on media and logistics related to events, publications, publicity, awards, interviews and press coverage
- Build relationships, outreach and planning of creative events and conversations that engage with a range of stakeholders and partners
- Track sales and the impact of Skein publications, events and advocacy and develop innovative strategies to enhance both
- Develop an understanding of the audience engagement and strategies to enhance Skein's impact and reach
- Produce reports and presentations demonstrating Skein's impact and to inform the development of the work
- Liaise with PR consultants, sales representatives and field external requests
- Represent Skein Press in a range of fora and in the media as identified

Required

- At least three years' experience in a communications role, preferably in an arts or community organisation
- A track record of championing equality and inclusion, personally or professionally and a passion for arts and culture
- Excellent communication and interpersonal skills
- Experience of project management including events management
- Experience of working collaboratively in a small team
- Experience with public speaking and presenting in a forward-facing role
- Experience in content creation and management of social media and websites
- Proficiency in Microsoft and Adobe Suite including graphic design and associated applications such as Canva, Headliner, etc.

Hours: 2.5 days per week.

Salary: €44,000 annually (pro-rata).

Place of work: Remote with participation in meetings and events in Dublin estimated 2-3 times a month.

Added benefits: Pension contribution post probation period, Bike to Work Scheme, flexible working hours, remote working allowance, 25 days per year pro rata plus bank holidays, professional training and development and holistic health supports.

To apply:

Please send your CV with a short cover letter to: info@skeinpress.com (mailto:info@skeinpress.com) by 5pm on the **7th of June, 2025**.

Region

Remote / Dublin

Date Entered/Updated

15th May, 2025

Expiry Date

7th Jun, 2025

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