



Post title: Events and Bookings Officer

Post status: Fixed-Term Contract (Full-time, August 2026–30 November 2026)

Salary: €32,000 gross per annum (pro rata for duration of contract)

Location: This role is primarily based at the Irish Architecture Foundation (IAF) offices, 15 Bachelor's Walk, Dublin 1. Additional on-site presence may be required at festival venues during the delivery period.

About the Irish Architecture Foundation (IAF)

The Irish Architecture Foundation (IAF) is an independent organisation, founded in 2005, to connect people with architecture. Working island-wide, we bring audiences together to experience, explore and discuss the ways architecture shapes our lives, individually and as communities, as a culture and as a nation. Through festivals, exhibitions, placemaking and learning initiatives, IAF expands knowledge and understanding, sparks new ideas and advances new thinking about the role of architecture and the built environment in our shared future.

About Open House Dublin

Presented by the Irish Architecture Foundation (IAF), Open House Dublin is Ireland's largest festival of architecture. Taking place each October, the festival opens up buildings across the city through free, expert-led tours, alongside talks, family activities, outdoor events and more, offering the public a unique opportunity to experience Dublin's built environment from the inside.

Function and Role Specification

Working closely with the Open House Dublin team and the wider Irish Architecture Foundation (IAF), the Events and Bookings Officer will play a key operational role in the delivery of Open House Dublin 2026.

The role is responsible for managing event bookings, audience enquiries and attendance data, ensuring accurate administration and smooth communication between the public, venues and festival participants.

The postholder will also provide essential administrative and on-the-ground support before and during the festival, including work at the IAF offices and across festival

IAF

venues. This is a fast-paced, detail-focused role requiring strong organisational skills and the ability to manage multiple priorities under pressure while delivering high quality customer service.

Key Responsibilities

Events and Bookings Management

- Manage and coordinate all event bookings for Open House Dublin 2026.
- Act as the primary point of contact for booking enquiries from the public, participants and stakeholders.
- Respond to phone and email enquiries in a timely, professional and customer-focused manner.
- Maintain accurate booking records and ensure data integrity across all systems.
- Generate attendee lists, booking reports and participation data for the festival team and stakeholders.

Administrative and Festival Support

- Provide general administrative support to the Open House Dublin team.
- Support the coordination and delivery of the Open House Dublin launch and other festival events.
- Assist with uploading and maintaining event information on the Open House Dublin website.
- Provide on-site operational support at festival venues during delivery.
- Participate in team meetings and contribute to the planning, delivery and evaluation of IAF activities as required.
- Contribute to post-festival reporting, evaluation materials and data summaries.

Coordination and Communication

- Liaise with festival participants, venues and stakeholders to ensure accurate and timely information flow.
- Support the delivery of a smooth and positive experience for audiences, participants and partners.
- Escalate issues appropriately and contribute to practical, solution-focused responses in a fast-moving environment.



Essential Criteria

- Experience coordinating bookings, events, participants or administrative processes in an arts, cultural, festival, hospitality or events environment.
- Strong organisational and administrative skills, with the ability to manage multiple priorities and meet deadlines under pressure.
- Experience handling public enquiries in a professional, customer-facing environment.
- Excellent communication and interpersonal skills, with a confident and friendly manner.
- Strong IT skills with experience using ticketing systems or databases.
- High level of accuracy and attention to detail, particularly in managing data and bookings.
- Ability to work independently and collaboratively within a small, fast-paced team.
- Flexibility to work evenings and weekends during peak festival periods.

Desirable Criteria

- Familiarity with arts, architecture or cultural programming environments.
- Experience working in high-pressure, time-sensitive delivery environments.

Terms and Conditions

This is a fixed-term, full-time position lasting approximately 4 months, from August to 30 November 2026. We are seeking candidates available to start as soon as possible and by 17 August at the latest.

The role requires flexibility, including evening and weekend work during key project and festival periods. Time off in lieu (TOIL) will be provided in accordance with IAF policy.

The Irish Architecture Foundation is committed to creating an inclusive workplace and welcomes applications from people of all backgrounds and communities.

This role is subject to Ireland's My Future Fund (automatic enrolment pension scheme). Where eligible, employees will be enrolled in accordance with the scheme's rules and applicable legislation.



How to Apply

Applications must include:

- A CV, including the names and contact details of two referees. Referees will not be contacted without prior permission.
- A one-page cover letter outlining your specific skills, knowledge and experience relevant to the role.

Completed applications should be sent by email only to opportunities@iaf.ie with 'Events and Bookings Officer' in the subject line.

The closing date for applications is Friday 17 July, 5pm. Interviews are provisionally scheduled to take place Thursday 23 July.

We are committed to providing an accessible recruitment process. If you have any accessibility requirements or require reasonable accommodations at any stage of the application or interview process, please let us know. We will work with you to ensure your needs are accommodated wherever possible.