

Communications Coordinator

Organisation	Galway Community Circus (GCC)
Location	St Joseph's Community Centre, Ashe Road, Galway
Hours	24 (3 days per week)
Salary	€37,000 per annum pro rata
Contract	Part-time
Closing Date	5pm, Friday 3rd April 2026
Interviews	w/c 13 th April 2026
Job Starts	May 2026
Application Process	To apply, please send your CV, including two references, and a short cover letter outlining your suitability for the role to recruitment@galwaycircus.com

About Galway Community Circus

Galway Community Circus is Ireland's flagship organisation for youth and social circus, based in the heart of Galway City. We are a centre of excellence for circus arts education and a leader in the development of youth circus in Ireland.

Our mission is to inspire and empower individuals and communities through circus. We do this by providing access to high-quality, subsidised circus arts education for over 600 young people and adults each week. We also offer professional training, community engagement programmes, and inclusive creative projects in collaboration with individuals with specific social or developmental needs.

We work nationally and internationally to champion circus as a transformative artform — supporting artists through mentoring and training, and advancing the sector through research, partnership and policy engagement.

The Role

Galway Community Circus is seeking a creative, organised and proactive Communications Coordinator to lead the organisation's communications and marketing.

This role is responsible for planning and delivering engaging digital and print communications that reflect the vibrancy, inclusivity and social impact of Galway Community Circus. The Communications Coordinator plays a key role in promoting classes, performances, community programmes and partnerships, while also documenting and sharing the organisation's impact with the public, funders and stakeholders.

The ideal candidate is a strong storyteller with excellent digital skills, visual awareness and the ability to manage multiple projects at once.

Key Responsibilities

Digital Communications & Marketing

- Create, plan and schedule content across Galway Community Circus social media platforms
- Manage paid digital advertising campaigns (Meta ads)
- Design digital marketing materials using Canva (social media graphics, reports, programmes, advertisements, promotional materials)
- Manage and update website content, including news posts, programme information and imagery
- Produce and distribute monthly email newsletters
- Plan, coordinate and book advertising campaigns (print, radio, online and social media) to promote classes, events, programmes and recruitment
- Liaise with and coordinate photographers, videographers, graphic designers and other external suppliers for events, performances, programmes and publications

Public Relations & Media

- Write and distribute press releases when relevant
- Maintain and update media contact databases
- Support promotion of performances, events and organisational milestones through local and national media

Organisational Communications, Reporting & Campaign Management

- Lead communications relating to organisational impact, including annual impact and end-of-year reporting across digital platforms
- Support the design and production of the organisation's Annual Report
- Lead communications for organisational programmes, including the European Solidarity Corps (ESC)
- Create and manage online surveys and forms to support evaluation, feedback and reporting needs
- Manage the communications and marketing budget

Skills & Experience

Essential

- Minimum 2 years' experience in a communications, marketing or similar role
- Excellent written communication skills, with experience writing for web, email and press
- Strong social media management experience, including content planning and paid advertising
- Experience managing website content (e.g. Craft or similar CMS)
- Graphic design skills using Canva or similar design tools
- Experience producing email newsletters using an email marketing platform (e.g. HubSpot, Mailchimp)
- Strong organisational skills with the ability to manage multiple projects and deadlines
- Experience liaising with external suppliers (designers, photographers, web developers, media)
- An understanding of brand voice and visual consistency

Desirable

- Experience working in the arts, community, youth or non-profit sector

- Experience with impact reporting or communications for funders
- Basic photography or video editing skills
- Experience running multi-channel marketing campaigns (digital, print, radio)
- Familiarity with CRM or audience data systems
- Knowledge of accessibility and inclusive communications practices
- An interest in circus, performance, or community arts

Personal Qualities

- Collaborative and supportive team member
- Strong communication skills
- Ability to work independently and manage priorities
- Interest in working within a creative and community-focused organisation

Reporting To

Chief Operating Officer (COO)

What We Offer

- Pro-rata salary of €37,000 (€22,200 for 3 days/week)
- Flexible part-time work schedule (3 days per week)
- A collaborative, creative, and purpose-led workplace
- The chance to make a meaningful impact in the arts and community sector

Galway Community Circus is committed to creating a diverse and inclusive workplace. We welcome applications from people of all backgrounds and experiences, particularly those who are underrepresented in the arts.

