

Taigh Chearsabhagh Museum & Arts Centre

Gaelic Communication Assistant

About Taigh Chearsabhagh

Taigh Chearsabhagh is the visual arts and heritage centre for North Uist. In our galleries and award-winning museum, we offer a stimulating and dynamic programme of cultural events throughout the year for our local community and the island's many visitors.

Based in Lochmaddy, we present contemporary visual arts and heritage exhibitions, poetry and literary events, traditional music events and small festivals. Taigh Chearsabhagh's ethos and activities aim particularly to contribute to and reflect the Gaelic language and culture which is integral to North Uist's identity.

Role Description

- 17.5 hours per week (0.5 FTE), fixed term contract of one year funded by Bòrd na Gàidhlig
- £23,000 p.a. (£11,500 gross pay)

We are looking for an enthusiastic and pro-active individual to support our Gaelic digital communications and administrative work. This a great opportunity for an individual to develop their skills and experience as a valued part of a small and committed team. Supported by and working closely with the centre's senior staff, you will help develop further Taigh Chearsabhagh's online Gaelic profile and content, promoting the many different programmes and events we present through the year.

You must have excellent verbal and written Gaelic skills, be organised, enthusiastic and have a clearly demonstrable knowledge of and expertise in digital communications to a high level. Above all, you will be motivated, adaptable and have good written and verbal communication skills. We will provide a friendly, supportive working environment within which you can contribute your ideas, personality and passion to the role.

As well as working with other senior team members, the Gaelic Communications Assistant will be line-managed by the Gaelic & Communications Officer. Delegated tasks will focus on:

- Regularly updating the centre's website and online platforms with Gaelic content and assets provided by staff and collaborators
- Following a content plan provided by senior staff to deliver regular Gaelic engagement, meeting targets on our social media (Facebook, Instagram and Twitter) platforms
- Supporting the Gaelic & Communications Officer and senior staff to circulate in Gaelic - events' material and listings to media partners, and participating artists and projects' partners
- The Gaelic Communications Assistant will also complete any and all other tasks appropriate to the title, status and conditions of the position, as articulated by the Gaelic & Communications Officer and senior staff. Full training on Taigh Chearsabhagh's administrative and IT systems will be provided.

Essential skills, experience and qualifications

- Excellent interpersonal and communication skills (verbal and written) in both Gaelic and English
- Confident and skilled personal and professional knowledge of, commitment to and use of digital media communications (social media and other online platforms etc) and tools (Word, PowerPoint and CRM etc)
- Friendly and approachable with an ability to work well within a team
- Motivated, pro-active, well-organised, reliable and willing to work flexible and unsocial hours as and when required
- Integrity, honesty and professionalism when discharging duties
- Ability to cope with a varied workload and schedules promptly and efficiently
- Punctual in attendance

Desirable skills, experience and qualifications

- Suitable arts and/or culture degree and/or appropriate professional qualification and/or proven practical, relevant experience
- Aptitude, attitude and a proven track record of communications and engagement with other key individuals, organisations as well as potential partners and collaborators, who are also committed to the championing of and advocacy for the use and dissemination of the Gaelic language, arts, heritage and culture
- Experience editing Wordpress websites and social media scheduling tools
- Experience using Adobe software including Photoshop, InDesign, and Illustrator
- An appreciation of and enthusiasm for the creative arts and heritage
- A good working knowledge of North Uist, its attractions and amenities

We are open to remote working arrangements; please mention in your application if you would like to work from home for any or all of the available hours. If you are working remotely, there will be a stipend provided for equipment.

How to apply

Please send us a one page letter and current CV in both Gaelic and English articulating why you think you would be a good candidate for this position. Please tell us how your previous life and professional experience and skills qualify you for the role, alongside a sense of your passion and commitment to Gaelic language and culture. Please email your application to susannah@taigh-chearsabhigh.org with the subject "Gaelic Communications Assistant"

Timeline

Applications open Tuesday 22nd March 2022

Deadline for submissions 12 noon, Monday 2nd May 2022

Interviews will be held on Tuesday 10th May 2022

If we are able to offer you an interview for this position, there will be two members of the Taigh Chearsabhigh staff on the panel (the Director of Business and Development and the Gaelic and Communications Officer) and one Taigh Chearsabhigh board member.

Interviews can be held either online or in-person; you can decide which you would prefer if we invite you to interview. There is no weighting either way, so please feel comfortable to make the choice that suits you best.

The interview will be conducted in both English and Gaelic and we envisage it will take 30-45 minutes.

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If you have any queries or additional support needs, please contact susannah@taigh-chearsabhigh.org or call 01870 603971 on a Monday or Tuesday, 10am - 4pm.

We look forward to reading your applications!