



## About benchspace

### **A space for Craft, Design and Creative Businesses to grow.**

benchspace provides craft, design and creative businesses with affordable access to the tools, space and training they need to become the next generation of creative Irish businesses. Based in the docklands of Cork City, our co-making space is equipped with professional workshops, studios, and work spaces. A creative home-from-home, where makers can seek collaboration and share know-how amongst a community of like-minded craftspeople and businesses. In addition to workshops and startup studios, benchspace supports these early career makers with a range of training and enterprise programmes providing the skills and resources they need to build successful, locally rooted and sustainable creative enterprises.

benchspace is a not for profit, social enterprise, established by makers for makers. It has a voluntary board, a management team.

## About the Role

### **Programme & Training Coordinator**

benchspace seeks a part-time Programme & Training Coordinator to develop and deliver our training and creative enterprise programmes.

**Terms of Contract:** The position is offered initially on a contract of service for a fixed term basis of 8 months October 2022 - May 2023 with a view to extend  
€34,000 - €36,000 prorated, 24 hours a week.

**Location:** Onsite in the benchspace workshop located in the Marina Commercial Park, Cork.

## Duties and Responsibilities

The Programme and Training Coordinator will work closely with the Operations Manager to support, develop and implement benchspace's training and programmes. Specific duties and responsibilities will include:

- Development and implementation of benchspace's creative enterprise programmes - including funding applications and budget development.
- Liaising with stakeholders to plan and execute programme events and activities.
- Development and implementation of benchspace's training and residency programmes - including curriculum, training outlines & assessments.
- Manage budgets for training and programmes activity.
- Develop & present reports on programme activity.
- Scheduling of training calendars, workshops and machines for classes.
- Manage Tutor bookings, materials and tools purchase & invoicing for classes.
- Manage class enrollments, payments and communications with participants.
- Internal & external promotion of training & enterprise programme opportunities (website/social media).
- All other duties as required.

## Essential Criteria

- At least 2 years experience in a similar coordination/management role
- Experience in identifying and writing grant applications
- Excellent organisational, communication and interpersonal skills
- The ability to work both independently and as part of a team
- Excellent time management skills, with the ability to work to deadlines and prioritise tasks
- Budgeting experience

## Desirable Criteria

- Knowledge of the creative enterprise sector
- Experience in working in the arts / creative sector

Please submit a cover letter and CV to  
maeve@benchspacecork.ie

Closing Date: Monday 3rd October 2022, 5pm