An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

# Culture and Press Officer
# Embassy of Ireland, Budapest

***Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.***

The Embassy of Ireland in Budapest is seeking a dynamic, flexible, highly motivated, and creative person with excellent bilingual communication and interpersonal skills to fill a full-time position as our culture and press officer.

The officer will play a leading role in the Embassy's efforts to strengthen Ireland's public profile in Hungary and Kosovo, supporting our diplomatic objectives through creative cultural and public diplomacy, strategic communications and impactful event management.

The successful applicant will serve as part of a small team at the Embassy of Ireland in Budapest, reporting directly to the Embassy's diplomatic staff. While previous experience in a diplomatic mission is welcome in this role, it is not essential.

**Roles and Responsibilities:**

The precise range of duties will vary according to the needs of the Embassy. However, working closely with the Ambassador, Deputy Head of Mission and other members of the Embassy team, the officer's core duties will include:

- Working with diplomatic staff to develop and implement the Embassy's communication strategy, ensuring coherence across all platforms.
- Creating communications content, visual and audio visual, social media posts and website material to promote the Embassy's work.
- Coordinating the Embassy's local media engagement, monitoring press to identify opportunities aligned with Ireland's interests.
- Designing, coordinating, and delivering the Embassy's annual cultural and public diplomacy programme, including flagship events on St Brigid's Day, St Patrick's Day, Bloomsday, Halloween, in collaboration with local partners.
- Building and maintaining strategic relationships with diverse stakeholders including public sector, artists, production companies, cultural partners, universities, civil society, and local Irish community organisations and businesses to deliver events and projects.

- Ensuring effective management of cultural and public diplomacy funds. Identifying opportunities for funding through the Department and overseeing procurement processes, supplier coordination, and efficient resource allocation.
- Maintaining and regularly updating key stakeholder databases
- Supporting the planning and delivery of high-level visits to Hungary, with a focus on cultural programming.
- Supporting the Embassy's diplomatic staff in planning visits across Hungary, engaging with local political, media, cultural and community partners in promoting Ireland's cultural heritage and fostering bilateral cultural links.
- Contributing to and providing internal support and administrative assistance to the wider Embassy team as required.

**Essential Requirements**

**Candidates must:**

- have a third level degree in a discipline relevant to the role.
- have relevant professional experience, ideally in cultural programming and / or public diplomacy and communications.
- be fully bilingual in English and Hungarian (a language test may be included as part of the shortlisting process).
- be able to demonstrate strong digital and social media skills.
- have a legal entitlement to live and work in Hungary prior to recruitment.

**Desirable Skills and Experience:**

**Candidates should have:**

- Proven organizational skills, attention to detail, and ability to work on own initiative, meeting deadlines in managing multiple tasks and delivering on assigned projects.
- A proactive and solution-focused commitment to delivering results.
- Strong interpersonal and organisational skills, being persuasive, and working in a team
- A high level of commitment, reliability, and attention to detail.
- Demonstrated interest in and ideally some experience of cultural and / or wider public programming.

While not essential, some appreciation of Irish culture and / or understanding of Embassies' work is desirable.

**Terms and conditions of employment:**

- The successful candidate will be hired on a fixed two-year contract, subject to a six-month probationary period, and will be based at the Embassy of Ireland in Budapest.
- Core hours are Monday to Friday, 37.5 hours per week, from 9.00am to 5:30pm, with time-in-lieu for occasional after hours' work.
- Annual Leave entitlement is in accordance with Hungarian labour law.
- The salary for the position is 9,045,573 HUF per annum, paid locally on a monthly basis.

## How to apply

The Job Description and Application Form for this position are available on our website https://www.ireland.ie/en/hungary

Completed application forms should be sent via e-mail only to BudapestEmbassyExternal@dfa.ie, with the subject line

**Culture and Press Officer Vacany**

**Applications must be received before 16:30 (Local time) on 13th November 2026**.

Please note that only short listed applicants will be contacted.

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in person before the end of **November 2026, with a view to successful candidate taking up post in early 2027.**
- A skills test may be included in the recruitment process.
- A second interview may be included in the recruitment process; and
- A panel may be set up, depending on the calibre of candidates.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance for Local Staff**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland Budapest is committed to a policy of Equal Opportunity.***