



DROICHEAD ARTS CENTRE LIMITED



#CES-2358634

DROICHEAD ARTS CTR, Municipal , 26-28



Stockwell Lane, Drogheda, Co. Louth, A92

FXC6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/10/2024



18/11/2024

## How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

( Search using the scheme reference number and submit your details )

or

Contact a case officer in your [local Intreo Office](#)



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## Customer Service /Box Office and Sales

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

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Droichead Arts Centre is a multi-disciplinary arts centre, housed over two buildings, Stockwell St. and Barlow House. Arts and artists are at the heart of what we do, as well as engaging with audiences and communities across Drogheda and East Meath. We produce a dynamic year round programme, and our box office is a key role in terms of delivering our programme to our audiences.

The Centre is now seeking applicants to join our team for the following position: Box Office Assistant (Community Employment scheme – 19.5hrs per week) Working in the Arts sector as a Box Office Assistant, will help you develop customer and IT skills.

The role will involve a high level of customer service/you will be the first point of contact for our audiences.

Responsibilities of the Box Office Assistant include: • Providing a quality front line service to customers • Dealing with counter, telephone and internet bookings • Efficiently input data on the ticketing system, ensuring constant attention to detail (full training will be provided) • Distribute literature to patrons and answer questions in response to enquiries about shows and events • We are looking for someone with an interest in the arts, and computer skills would be an asset. We have a full year round programme, sometimes seven days a week, and flexibility is required. This role is for evenings and weekends, and please note that you need to be available to work every Saturday.

Contact Tony tconaghy@droichead.com 041 9833946.

• Front of house assistance Contact Tony tconaghy@droichead.com 041 9833946.

- **Sector:** arts, entertainment and recreation