



Cork Social and Sporting Development Ltd



#CES-2373122



EVERYMAN PALACE THEATRE, 15

Maccurtain Street, Cork, Co. Cork, T23 E094



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/01/2025



18/02/2025

## 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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## Front of House Assistant ( The Everyman Theatre)

### 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.

The Everyman Theatre - Front of House Assistant.

The Front of House Assistant will be responsible for delivering an exceptional customer experience for all who attend Everyman events and will perform a vital role as a public face of the theatre at all events.

Assisting the House Manager in all aspects of the efficient running of events and interact in a positive and friendly manner with volunteers, performers, audience members and staff.

Help manage access to the theatre.

To assist with all emergency procedures.

Selling Tickets from our Box Office and assist with the stocking and selling of all Retail and Merchandise Items.

Follow procedures in the handling of all financial transactions.

Help manage access to the theatre and monitor audience for any potential security and health and safety issues.

To ensure the public areas, foyer, auditorium and toilets, are clean and presentable at all times.

Desirable Qualities:

Excellent communication and customer service skills.

An interest in theatre and the Arts.

Ability to work under pressure and handle multiple tasks.

Proactive and positive attitude to work and be an excellent team player.

Excellent time keeping skills.

Ability to work weekends and nights is essential.

Please call Angela 086-8657419

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