



Galway Arts Centre



#CES-2378918



GALWAY ARTS CENTRE, 47 Dominick St Lwr,
Galway, Co. Galway, H91 X0AP



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/02/2025



26/03/2025

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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Receptionist/Admin Support - Galway Arts Centre

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 Galway Arts Centre is a busy public building hosting many exhibitions and events throughout the year - The Receptionist's duties will include welcoming visitors to the galleries, passing on information regarding all events, exhibitions, and performances undertaken by the organisation. Good communication skills, phone skills and IT skills would be of benefit to the applicant.

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