



Central CE Scheme Ltd



#CES-2399816

CEOLTAS CEOLTEORÍ EIREANN, Oriel Ctr



Dundalk Ga, The Old Gaol, Dundal, Co. Louth,
A91 HD70



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/06/2025



11/08/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Duty Manager (Weekend) Oriel 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.

To register your interest 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.

- o To oversee and supervise all weekend events at the Oriel Centre.
- o To implement a set of guidelines re hire of the Oriel Centre as an events venue.
- o Deal with e mails/ phone queries re hire/use of the Oriel Centre.
- o Liaise /meet with events organisers /artists / sound engineers, and provide them with supervised access to the Centres facilities (stage/ dressing rooms / sound room etc).
- o Ensure the venue is set up for weekend events, and liaise with other staff (Caretaker & Housekeeper) re same.
- o Work with events co-ordinator regarding the publicity for events (Email / newspaper/ radio/ web etc).
- o Input /update info onto Oriel Centre Website /Facebook / Twitter accounts re all the Centre's activities.
- o Be available to attend weekend events in an organising & supervising capacity.
- o Work closely with the Manager and other events staff in all of the above duties.

Note – the term 'event' relates to concerts, gigs, seminars, classes, sessions, guided tours and all activities where a group of individuals requires organised access to the Oriel Centre.

- **Sector:** administrative and support service activities