



Cork Theatre Administration Ltd



#CES-2406537



FIRKIN CRANE, Firkin Crane, John Redmond

Street, Cork, Co. Cork, T23 Y584



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/07/2025



05/09/2025

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](#)



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Administration and Box Office Assistant at Firkin Crane Dance 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.

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Job Description

Duties

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

We are looking for an enthusiastic, motivated individual to join our Box Office and Administration team in a busy dance venue. Gain valuable skills and experience in a vibrant arts environment, working with the public, artists, and the rest of the team.

You will get to work with our existing administrative team at reception and assist with customer service, front of house, box office and management of the Jack Lynch House. Duties will include administration, telephone, customer service, reception and Jack Lynch House bookings. Box office training will also be provided, giving you the opportunity to work with our team, both in the day to day running of the organisation, but also for the many performances we host throughout the year.

Fluent English, both written and spoken are essential.

Abilities to use computers, Internet and office software are preferred.

This is a development opportunity; full accredited training will be provided. Previous experience in a similar role is advantageous, but not essential. We welcome applications from individuals with an interest in the arts.

The position is for 19.5 hours per week, and some flexibility is required.

For further information on the role or to register your interest please contact Kathleen Aleton, General Manager, at kathleen@firkincrane.ie

You like to relate to people, you're thorough and you're looking for a creative and dynamic environment to work in?

Don't wait to join our team!

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