



DROICHEAD ARTS CENTRE LIMITED



#CES-2412666

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](#)



18/09/2025



30/10/2025

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



Marketing Assistant

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.

Responsibilities:

Assisting the Marketing and Sales Manager in the functions of Marketing Department including audience development, print and distribution and any other tasks as required

Ensuring programme information is provided to all relevant associations and press organisations for inclusion in their publicity and press listing

Co-ordinate and execute sales calls to targeted customer database

Manage databases and design enewsletters

Manage poster/flyer runs, displays and distribution

Assist with general marketing department duties including promotions and box office sales

Using ticketing software to monitor sales, update website and process reports as required

Who We Are Looking For:

CE Eligibility (please check with your local Intreo office for eligibility before applying)

A love of the arts and live entertainment

An aptitude and/or interest in social media and communications

Team player, with a positive can do attitude and a willingness to learn

Familiar with operating a computer (Microsoft word, email, content management systems a real advantage)

Strong organisation skills and management of ongoing responsibilities an advantage

This a part time position, 19.5 hours a week.

Please apply with your CV and a short covering letter to Tony at tconaghy@droichead.com

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