



Nenagh Arts Centre



#JOB-2422790



NENAGH ARTS CENTRE, Town Hall, Banba Square, Nenagh, Co. Tipperary, E45 CD52



No of positions : 1



Paid Position



24 hours per week



14.15 Euro Hourly



28/11/2025



05/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : director@nenagharts.com



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



Marketing Administration Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Marketing and Administration Officer

Nenagh Arts Centre

Nenagh Arts Centre is seeking a Marketing and Administration Officer to join our team on a three-day-per-week basis. Working closely with the Artistic Director, the successful candidate will take primary responsibility for the day-to-day marketing of Nenagh Arts Centre, including exhibitions, Nenagh Youth Theatre, and the annual Spleodan Halloween Arts Festival.

Person Specification:

Excellent organisational and administrative skills.

Experience working as part of a team, with the ability to collaborate effectively with creative professionals.

Strong written and verbal communication skills.

Key Responsibilities:

Plan and implement marketing campaigns for all shows and events, including print distribution, direct mailing, and advertising.

Maintain and regularly update the Nenagh Arts Centre website.

Manage and grow social media channels and e-newsletter communications.

Update and oversee the online ticketing/box office systems.

Support the Artistic Director in developing and delivering creative marketing initiatives.

Provide administrative support for Nenagh Youth Theatre and Spleodan Halloween Arts Festival

Create a quarterly brochure outlining events in Nenagh Arts Centre.

How to Apply:

Please send your current CV and a cover letter to director@nenagharts.com by Friday, 5th December 2025

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

Career Level

- Experienced [Non-Managerial]