



THE UMBRELLA PROJECT CLG



#CES-2430425



THE UMBRELLA PROJECT, 78 O'Connell
Street, Limerick, Co. Limerick, V94 8X68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/01/2026



06/03/2026

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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The Front of House 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.

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Job Description

Duties

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

The Umbrella Project supports arts organisations and individuals in Limerick City by providing support staff and facilities. The ideal candidate for this position at Ormston House will have a demonstrated interest in arts administration and front of house skills.

This position requires good communications skills, duties includes; working closely with the team to ensure a safe and welcoming environment, daily admin and communications, meeting with visiting artists, meeting and guiding visitors, users and participants, fielding questions from the public and facilitate tours, facilitating groups including third level groups, taking bookings for community and network meetings, recording data including audience figures and users' feedback and maintaining the public areas to an excellent standard. This role will also occasionally involve assisting with the setup and installation of exhibitions and events. The position is part-time working for 3 days per week, the position requires a person that has a good working knowledge of English. The successful candidate has the opportunity to further their skills through accredited training.

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Please contact The Umbrella Project Tel: 061-317220 or email umbrellaprojectvacancies@gmail.com for more information.

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