



Hawk's Well Theatre



#CES-2445283



HAWK'S WELL THEATRE, Temple Street,

Sligo, Co. Sligo, F91 CFY7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/04/2026



10/06/2026

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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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.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Working as part of our Hawks Well Team is rewarding, challenging and enjoyable. The Front of House Assistant role provides the vital link between us and our audience.

Duties include:

Welcoming guests warmly, managing queries, and providing exceptional service throughout their visit. Deal with all incoming telephone calls, taking accurate messages and appropriate action. Carry out administrative and light accounts work. You will be working with computers and handling cash from ticket sales. The participant will receive full training in how to conduct regular checks to ensure a safe working environment throughout the premises, working closely with senior management to ensure the safety of all visitors and staff whilst on the premises. Opening and closing the building, ensuring the venue is clean and tidy, being aware any health and safety issues. Openness to learning and skills development is key.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us. This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. This position is based in The Art Deco, Ballymote

Please submit an up-to-date CV and letter of interest to aisling.hayes@hawkswell.ie

Please confirm your eligibility with your local Intreo Office before applying for this position

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