



THE UMBRELLA PROJECT CLG



#CES-2445782



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](#)



01/05/2026



12/06/2026

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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Studio Maintenance & Programme Support

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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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.

The Umbrella Project is seeking a Studio & Programme Support worker to assist community-based arts programmes in Limerick. The Umbrella Project supports arts organisations and individual artists across Limerick City by providing support staff and access to facilities.

This role forms part of a production team and involves assisting with the preparation of productions, building sets, and making props. The position also includes responsibility for opening and closing the building for service users. Some duties will require evening and weekend availability.

The role supports exhibitions through wall preparation, installation assistance, and the handling and maintenance of member artwork portfolios. Tasks include packaging and delivering artwork to off-site locations, labelling and presenting artwork correctly, and updating Excel records to reflect any changes. Basic Excel skills, familiarity with Microsoft Office, and an interest in DIY tasks are desirable.

Additional responsibilities include general maintenance of the studio, keeping the space clean and tidy, and maintaining the visitors' diary. Good interpersonal skills, the ability to take direction, and the ability to work well as part of a team are essential. A good working knowledge of English is required.

An interest in the arts is encouraged but not essential.

Applicants must provide suitable character references and be able to complete a Garda Vetting application. The successful candidate will report to a voluntary Board of Directors who are actively involved in the day-to-day running of this arts facility in Limerick.

For more information or to apply, please contact The Umbrella Project. Tel: 061-317220 or email umbrellaprojectvacancies@gmail.com for more information.

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