



THE UMBRELLA PROJECT CLG



#CES-2449716



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](#)



03/07/2026



14/08/2026

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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online



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.

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.

Duties include maintaining the studio and premises, including cleaning communal areas, occasional painting, and deep cleaning tasks and occasional heavy lifting will be involved. The role involves organising and purchasing materials for children's education and community events, with opportunities to assist in art classes and camps. Front-of-house duties include; answering phones, receiving deliveries, welcoming visitors, and supporting office staff. Additional responsibilities may include data entry, stock control, and running errands. The position also supports exhibitions through wall preparation and installation assistance, and involves handling and maintaining member artwork portfolios. Basic Excel skills, an interest in the arts, and a willingness to assist with DIY tasks are desirable. Evening and weekend work may be required for events such as Culture Night and exhibition openings

Artwork Handling. Packaging and delivering artwork to offsite locations for display. Art Work: Maintaining and regularly updating (monthly basis) a supply of Limerick Printmakers members artwork in Limerick Printmakers print portfolios, labelling all artwork and ensuring it is correctly presented, recording any work removed from the portfolio, updating appropriate excel sheet to reflect all changes.

D.I.Y skills or an interest in D.I.Y would be helpful. Some familiarity with Excel & other Microsoft Office programmes.

An interest in the arts in general is encouraged but not essential.

Please contact The Umbrella Project Tel: 061-317220 or email

umbrellaprojectvacancies@gmail.com for more information.

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