



Cork Theatre Administration Ltd



#CES-2458027



Civic Trust House, 50 Popes Quay, Cork, Co.

Cork, T23 R6XC



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/07/2026



25/08/2026

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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Project Administrator for the office of Suisha Inclusive Arts (Horizons)

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.

We are looking for a person with:

An interest in the Arts

Excellent interpersonal and communication skills

Very good organisational and time management skills

Computer literacy - particularly in the use of Microsoft Office – Outlook, Excel, Word, PowerPoint etc.

Research and information gathering skills

A relevant third level qualification is desirable

Duties and Responsibilities include:

Engage in project work related to the work programme of Suisha Inclusive Arts

- Administration relating to designated Arts Projects that focus on Inclusion
- Development of a newsletter and emails for Suisha Inclusive Arts
- Answer the telephone and deal with calls.
- Book keeping
- Support to the team in the delivery of the project work through administration and creative input.

- f) Support with Social Media where necessary

Reporting

Reports to Manager of Arts, Creative Arts Therapies & European Projects – Horizons.

Informal enquiries may be made to Eoin Nash on Tel: 086-8074037

To apply for this position please contact Intreo Office by 25th of August

NOTE: Applicants applying for this position must comply with Horizons policies and procedures. For further details on the recruitment process please contact Milly Farrell at farrellm@horizonscork.ie Tel: 021-4643294 or 086 0412354

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