



**KENMARE DISTRICT COMMUNITY GROUP
LIMITED**



#CES-2460815



Kenmare District Community Group, Kenmare
Courthouse, The Square, Kenmare, Co. Kerry,
V93 P3FA



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/07/2026



10/09/2026

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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Arts Administrator

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.

Job Description

Duties

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

It is important that the applicant be proficient in both spoken and written English. Some computer skills desirable in Microsoft Office, emails, database editing and updating.. Putting up posters in the community. Duties include: Front office, taking bookings, reconciliation of monies, receive and resolve enquires from public, assist in set up for events, answering telephone, ensure message follow-up, working with the community, keeping all areas of the premises clean and tidy. Interest in learning lighting and other aspects of a theatre.

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