



Hawk's Well Theatre



#CES-2462363



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](#)



04/08/2026



15/09/2026

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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Theatre Box Office 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.

Are you looking for an opportunity to be work in a creative and friendly environment. Working as part of our Box Office Team is rewarding and enjoyable. The Box Office provides the vital link between us, our audiences and the shows we present. In this varied role you will get to experience in different aspects of the theatre environment.

Duties include - Deal with all incoming telephone calls, taking accurate messages and appropriate action. Customer service and liaising with the clients that visit the theatre, backstage and front of house. Carry out administrative duties, setting up events and light accounts work and keeping marketing details up to date. You will be working with computers and handling cash from ticket sales. Assisting with various workshops and events where needed. Maintaining the box office and foyer area.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us. Flexible working hours are required.

The Hawk's Well Theatre has been entertaining Sligo audiences for over 39 years. We share our passion for theatre, music and the arts by presenting inspiring, imaginative and engaging performances that reflect the vibrant culture of our community.

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:** administrative and support service activities