



Central CE Scheme Ltd



#CES-2463525



Oriel Centre Dundalk Gaol, The Old Gaol,
Dundalk, Co. Louth, A91 HD70



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/08/2026



22/09/2026

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](#)



Open your camera app & point here to view this ad online



Events Coordinator Oriel Centre

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.

- o Manage a booking system for the Regional Centre alongside other staff
- o To implement a set of guidelines re hire of the Oriel Centre as an events venue.
- o Deal with e mails/ phone queries re hire/use of the Oriel Centre
- o Liase/ meet with events promoters / organisers
- o Ensure the venue is suitably set up for each event, and liase with other staff members re same
- o Work with other staff regarding the publicity for all events – newspaper/ radio/web etc
- o Input and update info onto Regional Centre Website /Facebook / Twitter accounts re all the Centre's activities
- o Oversee the production (where appropriate) and distribution of tickets / posters / flyers for all events
- o Be available to attend these events in an organising capacity
- o Work closely with the Manager and other events staff in all of the above duties

- **Sector:** arts, entertainment and recreation