



THE UMBRELLA PROJECT CLG



#CES-2465533



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](#)



24/08/2026



05/10/2026

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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The Front of House 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.

Job Description

Duties

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

The Umbrella Project supports arts organisations and individuals in Limerick City by providing support staff and facilities. The ideal candidate will have a demonstrated interest in Arts administration and Front of House position in Ormston House.

This position requires good communications skills, duties includes; to work closely with the team to ensure a safe and welcoming environment, to meet with visiting artists and to support the Artists-in-Residence scheme, to meet and guide visitors, users and participants, to field questions from the public and facilitate tours, to facilitate groups including third level groups, to facilitate groups including third level groups, to take bookings for community and network meetings, to record data including audience figures and users' feedback, to manage petty cash and replenish store for housekeeping, to maintain the public areas to an excellent standard. Any other relevant duties required.

The position requires a person that has a good working knowledge of English. The successful candidate the opportunity to further their skills through accredited training.

Please contact The Umbrella Project CLG Tel: 061-317220 or email umbrellaprojectvacancies@gmail.com for more information.

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