



Cork Theatre Administration Ltd



#CES-2465888



FIRKIN CRANE, Firkin Crane, John Redmond

Street, Cork, Co. Cork, T23 Y584



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/08/2026



06/10/2026

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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Housekeeper/Reception Assistant at Dance Cork Firkin Crane

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.

We are looking for an enthusiastic, motivated individual to join our team as Reception/Housekeeper Assistant.

This role will provide good experience working as part of a team in a busy arts organisation hosting dance artists, students and audience members.

You will get to work with our existing team assisting with housekeeping, maintenance, shop and reception. Duties will include :

Setting up rooms and studios for the various activities that take place;

Maintaining our main building and the Jack Lynch House (accommodation for artists);
cleaning;

Preparing and organising receptions and shop;

Checking inventory of hygiene, reception, and concession stand supplies;

Preparing orders for reception and shop supplies;

Attending to opening and closing procedures of the building;

Participating in staff meetings.

You will be involved both in the day to day operations of the organisation, but also for the many performances we host throughout the year (evening and weekend hours required) as well as the weekly team meetings to give you a better insight on the organisation's activities.

We welcome applications from individuals with an interest in the arts.

The position is for 19.5 hours per week, and some flexibility is required in relation to hours.

For further information on the role or to register your interest please contact Mariana Fuentes Olavarria, Operations Coordinator at Operations Coordinator at mariana@firkin Crane.ie

Eligibility to participate on a CE scheme 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. Find more information on CE schemes [here](https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_sup):

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