



Cork Theatre Administration Ltd



#CES-2466762



Civic Trust House, 50 Popes Quay, Cork, Co.

Cork, T23 R6XC



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/08/2026



12/10/2026

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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Receptionist / Book-keeper at Civic Trust House

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.

Civic Trust House, at 50 Pope's Quay, Cork, is home to many of Cork's foremost festivals and arts producers. One of the finest historic buildings in Cork, in 2006, a group of arts companies moved in and it has been a thriving hub for the arts since then, with up to ten full-time resident companies and a variety of hot-deskers, part-timers and service users frequenting the building.

The Administrator role will support the Building Manager, and duties will include:

1. Reception Duties: Telephone/Visitors/Email/Postal/Parking
2. General admin including Facilities and Room bookings
3. Book-keeping and accountancy, such as :
 - a. Recording and filing incoming invoices
 - b. Issuing invoices and pursuing payment of invoices outstanding
 - c. Recording lodgements
 - d. Assisting Building Manager with preparing monthly accounts

Some accountancy training or experience is desirable.

For more information how to apply please contact magdalena@corktheatreadmin.com

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