



Cork Theatre Administration Ltd



#CES-2472459



CORK ARTS THEATRE, Camden Ct, Knapps
Square, Cork, Co. Cork, T23 X72D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/09/2026



25/10/2026

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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Box Office/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.

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Job Description

Duties

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

Join our theatre team and be trained on box office and FOH

- To carry out ticket sales duties using the theatre's computerised booking system, conversing with the public in person and by telephone and ensuring constant attention to detail for a smooth and courteous transaction on all occasions.
- To maximise sales from groups, schools etc.
- To be fully informed and proactive in the marketing of the Theatre's products, services and facilities, looking to create sales opportunities whenever possible.
- To participate in telephone sales campaigns as requested and to undertake any training required to assist effectiveness in this area.

Reporting

- At the end of each shift, to account for personal takings and reconcile these with computerised reports.
- In the absence of or at the request of the Box Office Manager or Deputy, to carry out the back-up of the database, producing all "end of day" financial and marketing reports and ensuring the system is closed down as required.

Customer Service

- To ensure that members of the public using the Box Office, whether in person or by telephone, are greeted in a welcoming, courteous and helpful manner.
- To be proactive on the theatre's behalf in customer care and public safety and comfort, ensuring that customer requirements are dealt with courteously and efficiently.
- To act as a point of reference for all enquiries concerning the activities of the Cork Arts Theatre, including: performances, education activities and workshops, café-bar facilities, art exhibitions, foyer

events etc.

- To respond to telephone enquiries for other departments within the Cork Arts Theatre and act as a reception point for the public areas of the building.

Security/Health and Safety

- To be aware of the issues relating to the security of the building and the safety of staff and patrons. •

To implement the Theatre's security rules relating to cash at all times.

For further information please email: magdalena@corktheatreadmin.com

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