



THE UMBRELLA PROJECT CLG



#CES-2472685



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](#)



30/09/2026



11/11/2026

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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Arts Support 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

The Umbrella Project wishes to recruit an Arts Support Assistant to be based in Limerick City and have good organisational and interpersonal skills and will be liaising with Community organisations. S/he should be comfortable working as part of a team and be adaptable and flexible. Confidentiality, flexibility and an ability to work on their own initiative are essential to the role. Please contact The Umbrella Project Tel: 061-317220 or email umbrellaprojectvacancies@gmail.com for more information. The purpose of this role is to support the facilitation of Arts organisation members to pursue activities in all aspects of activities and the building, events and arts, including administration, technical skills and accounts and any other aspects of building, studio and performances spaces. Duties will include, facilitating workshops and productions, Support the Theatre Hub with their building project to create a new space. Organising Board Meetings, attending all meetings and taking meeting minutes, full annual accounts, filing all invoices and liaising with independent accountant for company's annual return, social media and any other relevant duties as required. This position requires very well in verbal and written communication skills, and needs to be able to work as part of a team, have a keen interest in supporting their building project to create a new space, be self-motivated and have the ability to work on his or her own initiative as well as working well under instruction. Good organisational and interpersonal skills desirable. Applicants must have a good command of the English language.

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