



THE UMBRELLA PROJECT CLG



#CES-2472968



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](#)



01/10/2026



12/11/2026

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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Caretaker Maintenance - The Umbrella Project

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.

Duties will include Front of house duties: answering front door using intercom system, directing people to correct areas of the building, covering lunch breaks of office staff, recording payments if other staff unavailable.

Data Entry: Inputting data on basic Excel spreadsheets, typing word documents.

Stocktaking & Stock Control: Recording of levels of stock & updating of same e.g. art materials etc.

Delivering items to post office, purchasing sundries as requested/required using petty cash. Studio

Upkeep/Upkeep of premises, Maintenance & cleaning of studio & communal areas, sweeping,

mopping, dusting, general tidying and cleaning of surfaces, moving bins for collection, painting:

Annual touch ups, occasional larger areas to paint/repaint and other cleaning duties as directed.

Please note that occasional heavy lifting will be involved.

Painting fixtures & fittings: Filling holes & repainting areas after each exhibition.

Assisting LP studio technician & artist with installation/de-installation of exhibitions. Welcoming duties at exhibition openings: Serving refreshments, washing & storing LP owned glasses.

Artwork Handling.

Packaging & delivering artwork to offsite locations for display.

Art Work: Maintaining & regularly updating (monthly basis) a supply of Limerick Printmakers members artwork in Limerick Printmakers print portfolios, labelling all artwork and ensuring it is correctly presented, recording any work removed from the portfolio, updating appropriate excel sheet to reflect all changes.

D.I.Y skills or an interest in D.I.Y would be helpful. Some familiarity with Excel & other Microsoft Office programmes.

An interest in the arts in general is encouraged but not essential.

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

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