

**DANCE CORK FIRKIN CRANE is looking for an Administration and Box office Assistant (ref #CES-2406537)**

We are looking for an enthusiastic, motivated individual to join our Box Office and Administration team in a busy dance venue. Gain valuable skills and experience in a vibrant arts environment, working with the public, artists, and the rest of the team.

You will get to work with our existing administrative team at reception and assist with customer service, front of house, box office and management of the Jack Lynch House. Duties will include administration, telephone, customer service, reception and Jack Lynch House bookings. Box office training will also be provided, giving you the opportunity to work with our team, both in the day to day running of the organisation, but also for the many performances we host throughout the year.

Fluent English, both written and spoken are essential.  
Abilities to use computers, Internet and office software are preferred.

This is a development opportunity; full accredited training will be provided. Previous experience in a similar role is advantageous, but not essential. 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.

For further information on the role or to register your interest please contact Kathleen Aleton, General Manager, at [kathleen@firkincrane.ie](mailto:kathleen@firkincrane.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\\_support\\_schemes/community\\_employment\\_scheme.html#19fb3d](https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_support_schemes/community_employment_scheme.html#19fb3d)

**Closing date: 05/09/2025**

You like to relate to people, you're thorough and you're looking for a creative and dynamic environment to work in?  
Don't wait to join our team!

<https://jobsireland.ie/en-US/job-Details?id=2406537>