



**Job Title: Box office and Front of House**

**Hours: Evening/part-time/Summer work**

**Rate of Pay: 13 euro per hour**

The Séamus Ennis Arts Centre is located in Naul, Co Dublin. We are an award-winning performance arts venue, that offers the opportunity to immerse in a diverse range of cultural experiences including, live music performances, cinema, comedy, and cultural events whilst also working to develop the artistic talents of others through our range of workshops and thriving music school.

Steeped in Irish history, The Séamus Ennis Arts Centre's unique and intimate performance space is regarded by many as 'A hidden Gem' in the Irish culture scene, offering the opportunity to fully experience every show in a way that maintains the historic culture and delivery of traditional folklore and storytelling, earning us the name 'Ireland's Biggest Little Arts Centre'.

A vibrant cultural hub of visual and performance art, education and more, The Séamus Ennis Arts Centre is a charity organisation owned and funded by Fingal County Council and gratefully receive additional supports from the Arts Council of Ireland as well as donations from our members, friends, patrons and visitors, which we use to continue to enrich people's lives through art, culture, education and creativity whilst commemorating the work and life of the late Séamus Ennis without whom, our stories would be lost.

From June to August, TSEAC runs a series of outdoor events under the umbrella of The Garden Party. These events have a maximum capacity of 400, with guests having access to a barbecue and full bar. During this busy period, we will require additional front of house staff.

**Job Description:**

The successful candidate will be friendly, efficient, with an appreciation of the arts. We are building our pool of box office staff who will be available for events during our busy Garden Party period from June to September.

**Role includes:**

- Greeting and Checking in guests
- Taking payments at the gate
- Taking payments over the phone
- Operating TSEAC's ticketing system Ticketsolve
- Ensuring the event space meets health and safety requirements and is clean and presentable
- Ensuring the customer satisfaction at the event
- Assisting the visiting artists
- Preparing the green room for visiting artists
- Setting out/breaking down chairs for guests
- Any other duties requested by the Director or General Manager

**Days: Some Fridays and Saturdays, June to August**

**Times: 7:00pm to 12:00am (some afternoon work also available)**

**How to apply: Please submit cover letter and cv to [director@tseac.ie](mailto:director@tseac.ie) by April 12<sup>th</sup> 2024**