

This position is only open to people who are eligible for Community Employment Scheme, i.e. over 25 years of age and in receipt of a Dept. of Social Protection payment for 12 months or more.

Work Hours:19.5 hours per week.

To apply for this position please email your CV to castcescheme@gmail.com before 5pm March 17th 2017

Production Assistant – The Everyman Theatre, Cork

The Everyman has been part of Ireland's cultural heritage for almost 120 years. Our ornate Victorian auditorium is a nationally important structure of rare historical and cultural value. Our vision is to be an internationally recognised centre of excellence for theatre in Ireland and a vibrant cultural centre for Cork. We aim to support and enrich the cultural fabric of our country by delivering an ambitious programme in a beautiful venue that serves the audience of today and builds the audience of the future.

The Production Assistant will report to the Line Producer and assist the Line Producer in the following areas:

- Liaising with Technical Department on production related matters
- Liaising with the production team and cast on production related matters.
- Attending production meetings
- Helping to source/make props and costumes.
- Assisting with the management of the theatres Props and Costume facilities
- Assisting with the scheduling and hosting of auditions
- Assisting with the management of the Everyman rehearsal room.
- Assisting with the operation of the theatre Residency programmes.
- Archiving of production information, scripts, stage management book etc...
- Helping to co-ordinate the touring of any in house productions.
- Arranging travel and accommodation for incoming artists where required
- Day to day administration
- Providing Administrative Support to other departments such as Fundraising and Marketing when required and as directed by the Line Producer.

The person we are looking for must be dedicated, self-motivated, have strong organisational skills and the ability to multi task. This is an ideal position for someone who wishes to learn the nuts and bolts of theatre and to work alongside a highly experienced Line Producer.