

## **BOX OFFICE ASSISTANT – CE SCHEME**

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

Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Vacancy Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over and applicants must also be in receipt of a qualifying Irish social welfare payment for 1 year or more.

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

### **Duties**

Duties will include:

1. Process all general public bookings including telephone, mail, web and over the counter sales.
2. Maintain a highly professional and helpful attitude toward the public.
3. Maintain customer records on the ticketing system at all times ensuring all historical and current data is correct and entered according to Theatre policy.
4. Be aware of health and safety issues within the work environment.
5. Must be available for evenings and weekend work.

This position is in the Box Office, The Everyman, 15 MacCurtain Street, Cork City.  
[www.everymancork.com](http://www.everymancork.com)

Must be eligible for Community employment.

Position will be garda vetted.

Start date will be end of February 2018.

For further details please contact Kay: [kmurphy@stpatrickshospitalces.com](mailto:kmurphy@stpatrickshospitalces.com) quoting Reference No: **CES 206 1096** or telephone 0879866018