



Would you like to be part of one of Dublin's leading cultural hubs?

Project Arts Centre (PAC) is looking for outgoing, motivated and enthusiastic people to join its hospitality team on a casual basis. If you have an interest in the arts and enjoy creating a welcoming environment, we want to hear from you. We have positions available for box office assistants and front of house/bar personnel.

PAC is Ireland's leading centre for the presentation and development of contemporary art, dedicated to protecting the independent sector and nurturing the next generation of Irish artists across all forms of the performing and visual arts. Based in Temple Bar, Dublin 2 PAC consists of two performance spaces and a gallery and presents over 620 events, curates and co-ordinates 6 exhibitions each year as well as co-producing many productions as part of our Project Artists initiative.

Box Office Assistant (Casual)

As part of the Box Office team, you will be at the heart of making PAC the warm and welcoming place we know it to be. PAC has a wide-ranging artist and client base and embraces equality and diversity at its core, which extends throughout our team. The courteous and efficient running of Box Office is an essential part of our customer service activities.

This is a casual position with varied hours according to the needs of the organisation. It includes evening and weekend work. The Box Office Assistant will report to the Box Office Coordinator and House Manager.

Duties and Responsibilities

- Welcome artists and patrons in-person and attend to queries;
- Respond to customer enquiries by telephone and email;
- Process ticket sales for all PAC events;
- Maintain an effective and efficient system of filing of bookings and correspondence;
- Maintain customer records on the ticketing system at all times, ensuring all data is collected and entered correctly;
- Contribute efficiently to the daily activities of Box Office and smooth running of the building;

- General admin and support of PAC's events as required;
- Comply with emergency evacuation and safety procedures, as directed by Management;
- Support with the monitoring and control of merchandise;
- General administration support as required.

This position requires a high level of computer literacy and excellent telephone manner. As communication plays is a key aspect of this role, a strong level of English is essential. Previous Box Office experience, knowledge of Ticketsolve and/or knowledge of Microsoft Office would be an advantage (but is not obligatory as training will be provided).

Front of House/Bar Assistant (Casual)

As part of the Front of House/Bar team, you will play an integral part of creating a warm and pleasant experience for audiences and artists alike. You will be responsible for presenting the public spaces of PAC at their best and for the health and safety of all who pass through these areas.

This is a casual position with varied hours according to the needs of the organisation. It includes evening and weekend work. Front of House/Bar personnel will report to the Bar Manager and House Manager.

Duties and Responsibilities

- Welcome audiences and attend to queries;
- Liaise with Box Office and Production to ensure the timely and efficient running of all events;
- Managing tickets on entry to performance spaces;
- Maintaining the performance spaces and public areas (including light cleaning duties) as instructed;
- Preparation of the bar areas;
- Making and selling drinks at the bar;
- Managing bar stock and assisting with all aspects of maintaining and running the bar;
- Provide refreshments and hospitality at a variety of daytime and evening functions such as conferences, gallery openings, etc.;
- Comply with emergency evacuation and safety procedures, as directed by Management;
- Other duties as required.

Previous Front of House or Bar experience or similar hospitality role would be an advantage. (but is not obligatory as training will be provided).

Please note this role often requires finishing late at night, so we would encourage applicants to consider their transport access before applying.

Desired Knowledge and Understanding

Both positions are offered on a casual basis at a rate of €14 per hour.

Applicants for both roles **must** have:

- Enthusiasm and appreciation for contemporary arts;
- Excellent customer service, communication and interpersonal skills;
- Strong organisational skills and an ability to work on one's own initiative in a pressurised environment;
- Willingness to work irregular and flexible hours;
- Ability to work calmly in a fast-paced environment;
- Ability to be flexible and adaptable under instruction;
- A good team player and an excellent timekeeper.

PAC holds equality and diversity at the core of everything we do and this leads from our team. We encourage expressions of interest from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to, anyone identifying as Asian, Black, Traveller and minority ethnic, refugee, people with disabilities, diverse socio-economic backgrounds, older and LGBTQI+).

If you would like to apply for either position, please send your CV and a short letter, stating which position you are applying for and any relevant experience you may have to:

han@projectartscentre.ie

Closing date for applications is Friday, February 14, 2025.

Interviews will be held the week of February 21, 2025.