

Rua Red Welcome Team

At Rua Red we are currently seeking an enthusiastic, warm, and cheerful Welcome Team Member.

The Role:

Rua Red is a busy, vibrant, multidisciplinary art space with over 4,000 people passing through our doors each week. The Welcome Team at Rua Red are the public face of the organisation, and the first interaction that people have when they enter the building. The Welcome Team are responsible for actively meeting and greeting people as they enter Rua Red and setting the tone for everyone's experience of the organisation.

We require a highly motivated and enthusiastic individual, who has a genuine passion for people and culture to join us in providing a warm welcome to everyone who uses this space. Previous experience is not necessary as training will be provided. A keen interest in working in a public facing, busy environment, and an excitement about creating opportunities for people to take part in arts and culture, along with excellent organisational and communication skills is essential.

Job Details:

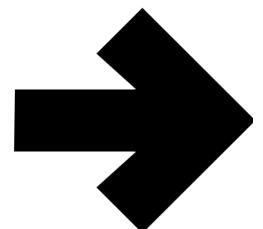
Part-time (minimum 15 hours per week)

Rate of pay is €14.15 per hour

Responsibilities:

Rua Red reception area is staffed from 9am to 8pm, 5 days a week, and from 9:30 until 6:30pm on Saturdays. During those hours the Welcome Team members are responsible for:

- Communicating information around exhibitions, events, workshops, and various types of bookings, workshops, rehearsals etc. in a clear and respectful manner



- Acting as a key point of contact for resident artists and organisations, and ensuring requests are addressed in a timely manner
- Organising space bookings, liaising with members, checking equipment requirements, room set ups and catering needs
- Ensure rooms are set up, have been cleaned, and have all the requested furniture and equipment in place
- Handling cash transactions, processing payments, issuing receipts, and ensuring the accuracy of cash float during their shift
- Providing administrative support, creating marketing materials, assisting with website / social media, and data entry as required. Attending and minuting staff meetings

Essential Criteria

- Proven ability to work well in a busy environment, and within a team, with a strong attention to detail and good at multi-tasking
- A strong interest in Arts and Culture
- Excellent written and verbal communications skills
- Excellent interpersonal skills; demonstrate flexibility, empathy, and positivity
- Computer literate with a good understanding of MS Word, Excel & Outlook. A working knowledge of other software packages such as Adobe is a plus

Closing Date

Tuesday 5th May at 12noon

Please include CV and a Cover Letter addressing each of the criteria for the role to: opportunities@ruared.ie

We welcome applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief, or sexual orientation.