



**Position:** Front of House Staff  
**Status:** Part-time, Casual  
**Reports to:** Operations Manager / Assistant Operations Manager/ Front of House Supervisor  
**Start date:** Immediately

**Applicants must be available to work until at least the end of July 2024, including across the period of 15<sup>th</sup> December 2023-14<sup>th</sup> January 2024**

**Key Responsibilities include, but are not limited to:**

- Be in attendance at the times specified for each work period, dressed in Front of House uniform supplied by UCH.
- Report to the Front of House Supervisor on duty during the period.
- Carry out instructions issued by UCH management and Front of House Supervisor.
- Assist the general public wherever possible in a professional, friendly and mannerly way.
- Ensure that all rules and regulations of UCH are complied with at all times in addition to adhering to the *Front of House Guidelines and Manual*.
- Observe and carry out Fire and Safety regulations, including COVID-19-related processes.
- Remain at the post assigned during the period (except where permission is otherwise granted).
- Report any and all problems, irregularities and misuse of UCH property to the Front of House Supervisor as soon as possible.
- Ensure all areas are kept clean and tidy at all times, and that equipment is well maintained and stored correctly.
- Be in attendance at all training sessions for Front of House staff organised by UCH. Failure to attend may result in non-selection for rostering.
- Provide contact details including mobile and e-mail to facilitate staff scheduling.
- Provide a minimum of 2 weeks' notice of termination of employment.

**This position is subject to Garda Vetting and Foreign Police Clearance.**

**Bar/Retail Staff positions are also available for applicants with retail or similar experience.**

**Applications are welcome from both students and non-students. Please note that working hours will vary, and will include evening and weekend work. Availability to work weekday mornings and afternoons is also desirable.**

Applicants are invited to send a CV and cover letter to:  
Operations Manager, University Concert Hall, University of Limerick.

Please highlight that the position you would like to apply for is that of  
***Front of House Staff***

Tel: 061 234706      E-Mail: [Miceal.McNamara@uch.ie](mailto:Miceal.McNamara@uch.ie)

***Recruitment will remain open until the positions are filled***  
University Concert Hall is an equal opportunities employer