Lismore Castle Arts

Visitor Experience Assistant
Lismore Castle Arts

Lismore Castle Arts is seeking a number of Visitor Experience Assistants for 2026. Suitable candidates will be responsible for garden admissions, gallery invigilation, café, garden produce and plant sales and gallery administration. The role is temporary part-time with the contract running from March to October 2026. Weekends and occasional evening availability is required. Successful candidates will have related experience, excellent customer service and administration skills, and an interest in contemporary art. Please note that all interested candidates should have access to their own transport.

Salary: €14.65 p/h
Deadline for applications: 2pm, Friday January 23rd 2026.
Interviews: 27th and 28th January. Start date if successful from March 2nd.

Title: Visitor Experience Assistant
Accountable to: Operations Manager
Working with: Operations Manager; Curator; Lismore Castle and Gardens Teams
Hours of work: Seasonal March to October. Flexible based on availability, approx. 1 to 3 days per week, 10.30am – 6.30pm, with some occasional events / evenings as required.

Role and responsibilities

- Welcoming visitors across 4 locations – the garden entrance, 3 separate galleries and reception / café
- Acting as the main point of contact for all Gallery and Garden visitors
- Providing information on the Friends Membership to visitors
- Supervise and mediate the works on display in the Gallery
- Café service including serving refreshments and taking sales. (Barista training will be provided).
- Sale of entrance tickets, merchandise, and refreshments
- Handling of cash
- Keeping accurate records of Gallery and Garden visitor numbers
- Some administration incl. mail-outs, article filing, daily reports etc.
- Providing occasional guided tours for groups and individuals
- Providing assistance at events and occasional educational activities
- Providing administrative support to the office team as required
- General Gallery/Reception maintenance
- Ensuring all public areas are maintained to the highest standards
- Other duties as determined by your manager

Person specifications

- Experience working in an arts organisation or cultural related industry environment.
- Experience of working in a customer service environment
- Experience working in a café desirable
- Excellent communication skills
- Flexibility regarding evening and weekend work which will be required

To apply, please send a cover letter explaining your suitability for the role and CV by 2pm, Friday January 23rd 2026 to info@lismorecastlearts.ie