



## **CATHEDRAL ASSISTANT / GUIDE (SEASONAL)**

**(Multiple posts - 20 hour & 30 hour contracts)**

### **Christ Church Cathedral, Dublin**

Christ Church Cathedral (founded c.1028) is the spiritual heart of the city, and one of the top visitor attractions in Dublin. The Cathedral is also popular as a venue for concerts, gala dinners and other events.

### **JOB DESCRIPTION**

We are currently seeking suitably experienced candidates to fill our seasonal Cathedral Assistant posts commencing in March 2023 to end of October 2023. This term could be extended due to variations in demand and dependent on business levels.

The successful candidates will work under the direction of the Cathedral Manager. The rate of pay is €12.50 per hour.

Applicants will be obliged to complete Garda Vetting before commencement. Applicants must be aged 18 or over and have fluent English.

### **MAIN DUTIES & RESPONSIBILITIES**

- Ensuring a warm welcome to worshippers, visitors, contractors and group leaders.
- Conducting guided tours of the Cathedral, basing the tour closely on the detailed script provided.
- Work at the Welcome Desk including till operations, cash handling, till counts and assisting groups to enter and exit the building.
- Work at the Gift Shop including till operations, cash handling, till counts, stocking and other retail activities as directed by retail and senior staff.
- Assisting with set up and delivery of small events e.g. private guided tours and small receptions.
- Other duties as directed by Management.

**Rotas are based around a seven day week, including early/late shifts and weekends.**



## **PERSON SPECIFICATION:**

### **The successful candidate:**

- Outgoing, friendly, a strong team player
- Strong communication skill, focused and engaged with their audience
- A fluent English speaker
- A self-starter
- Exceptional customer service
- Capable of working in a fast paced environment
- Overseas language skills, French in particular is desirable
- Good knowledge of Irish and European history an advantage
- Experience in a public-facing role
- Guiding or public presentation experience
- Neat personal presentation essential.

## **AVAILABILITY**

- Applicants must be available for interview at the cathedral in Dublin, date to be confirmed.
- Applicants must be available to begin training and work immediately upon reference checks and successful Garda Vetting.

Due to the anticipated high level of interest in the position, we will only contact successful candidates who meet the requirements of the position.

**Application closing date is Wednesday 8<sup>th</sup> February 2023 at 5.00pm with interviews to be held week of the 20<sup>th</sup> February 2023.**

## **APPLICATION PROCESS**

Please send a cover letter and CV.

**Please specify which role you are applying for 20 hour/30 hour**

### **Applications should be sent to:**

Paula Hennessy  
HR Manager,  
Christ Church Cathedral,  
Christchurch Place,  
Dublin 8

**Or by email:** [careers@christchurch.ie](mailto:careers@christchurch.ie)