



We are hiring at Tara!

As we build out our events programme, we are looking for on-site event support in the role of a part-time **Events Assistant**.

The Company

The Tara Building is a creative community in Dublin city centre. Our aim is to be a creative space for work, events and collaboration. Our building houses coworking, serviced offices, meeting rooms, event spaces, and a beautiful roof garden – but most importantly, we are a home to a community of curious, creative, and passionate people.

At The Tara Building, we believe passionately in the power of creativity and community to make a positive impact for people, society, and the planet, and have plans to increase that impact. We are currently developing a thriving events programme that caters for both our members, private hire and the wider public.

This is an exciting opportunity to learn and grow within the realm of on-site event activation and client/community engagement at The Tara Building.

Job Title: Events Assistant

Working with: General Manager, Community Lead, external clients, the public, Tara members, suppliers, creative partners and freelance collaborators.

Location: The Tara Building, 11-15 Tara Street, Dublin 2

Days: Adhoc evenings and weekends (hours will change month to month)

Job Type: Part-Time, Adhoc Basis

Role & Responsibilities

- Be our on-site point of contact for events, liaising with the client throughout to ensure they are happy, in particular with the set up of the room for their event.
- Preparing the venue space as needed. This could include clearing away coworking desks, setting up furniture and chairs, setting up signage.
- Returning the room back to its coworking setup; ensuring it is fully clean.
- If needed, test and ensure that any AV equipment such as the speakers, screen and projector are set up for use.
- Liaising with catering partners and preparing plates, crockery, napkins etc. when food has been ordered.
- Tidying up throughout the event i.e spillages, empty glasses, rubbish etc.
- Point of call in case of emergencies i.e. fire alarm, power cut etc.
- When required, serving drinks from our event bar and processing payments.
- Support our bartenders in refilling ice buckets, restocking the fridge, cleaning the bar etc.
- Taking photos and videos to be used on The Tara Building's social media pages
- Taking note of any problems, learnings or feedback from the event and reporting this back to the General Manager and Community Lead for future reference.

Key Competencies

- Excellent communication skills, particularly face-to-face
- Outgoing and personable with a positive 'can do' attitude
- Flexibility and adaptability
- Ability to problem solve and think on your feet while remaining calm
- Independent, self-motivated and can work off your own initiative
- Reliable & hardworking
- Interested in art, culture and events

Benefits

- Flexible working hours
- Great rate of pay
- Being a part of interesting & culturally relevant events
- Free or discounted access to Tara Building events and classes
- Building your network and meeting new people

If interested, get in touch at hello@thetarabuilding.com