museum

National Museum of Ireland
Ard-Mhúsaem na hÉireann

Assistant Education Officer

Education Department

(Assistant Keeper Grade II)

The **National Museum of Ireland** seeks applications from suitable candidates to fill the post of **Assistant Keeper Grade II (Assistant** Education Officer) within the Education Department. This is a full-time permanent position. This position will be filled by open competitive interviews.

Brief Description of position:

The Assistant Education Officer will play a critical role as an assistant manager within the Museum's Education Team, working with the Education & Outreach Officer to ensure the team meets its remit to deliver learning and engagement programming, resources and services at the National Museum of Ireland. The post-holder will be to work to develop and grow the Panel of Freelance Guides to fulfil its potential to deliver high-quality facilitation and provide the vital human face of the Museum to our public, including schools.

The post holder will also work to develop the panel to ensure it is more representative of Irish society, in terms of its cultural diversity and the complex range of learning needs in formal and informal education sectors. The role will also involve meeting the increased demand from audiences in both the formal and informal education sectors for blended learning experiences, both onsite at the Museum and online, for example in the classroom.

APPLICATION INSTRUCTIONS

Applications are submitted on the vacancies section of the **National Museum of Ireland website**: https://www.museum.ie/en-IE/About/Careers/Vacancies

Applicants must submit the completed application form, an up-to-date CV, and a cover letter. **We request that all three documents be combined and submitted in one single PDF.**

The application form must be completed in full and submitted in typescript. Handwritten applications and applications in the incorrect format type will not be accepted. Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our Vacancies page.

Steps to apply:

- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into **one single PDF** along with your CV and cover letter.
- When this is complete, return to the NMI website to finish the application process.
- Again, from the Vacancies page, find the position you wish to apply for.
- Click the **Apply Now** button.
- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address.** The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants. **Canvassing will disqualify.**

Closing Date for Applications

Applications must be received no later than 17:00
On Friday 4th March 2022

Please note that late applications will not be accepted. The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline.