

museum

National Museum of Ireland

Ard-Mhúsaem na hÉireann

Archivist

(Assistant Keeper Grade II)

Registration Department

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of **Archivist (Assistant Keeper Grade II)** in the Registration Department, National Museum of Ireland – Decorative Arts and History, Collins Barracks, Benburb Street, Dublin 7. This is a full-time permanent position. This position will be filled by open competitive interviews.

Brief Description of position:

The Archivist will be responsible for the care and maintenance of the records held by NMI at its four sites including surveying, making recommendations concerning storage, cataloguing, preservation or disposal of such records, undertaking work on the arrangement and description of archives and the provision of access to archives.

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 are required to complete an application form, submit an up to date CV and a cover letter. The application form must be completed in full and submitted in typescript. Handwritten applications will not be accepted.

We request that all three documents be combined and submitted in one single PDF.

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.

Closing Date for Applications

**Applications must be received no later than 17:00
On Friday 7th January 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.