

museum

National Museum of Ireland
Ard-Mhúsaem na hÉireann

Assistant Keeper Grade II - Education Department

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of an **Assistant Keeper Grade II - Education Department in National Museum of Ireland - Archaeology, Kildare Street, Dublin 2**. This is a full time permanent position.

Brief description of position:

The post holder's role is to work with the Education & Outreach Officer and the Education Team at the NMI – Archaeology, in addition to the wider NMI's Education Team on the design, development, delivery and evaluation of programming, resources and services at NMI-Archaeology.

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, and submit an up to date CV and a cover letter. **We request that all three documents are combined and submitted in one single PDF.**

The application form must be completed in full and submitted in typescript. Handwritten applications 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 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.

Please note, a panel may be formed from this competition for which future vacancies may be filled.

Applicants should note that the closing date and time will be strictly adhered to.

Closing Date for Applications

**Applications must be received no later than 17:00
on
Friday, 7th May 2021**