

Open position

Retail Assistant

Clerical Officer, Part - Time, Permanent Position

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Dublin Sites: Collins Barracks, Kildare Street, Merrion Street on Re-opening

Closing Date for Application

Friday 30th January 2026

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Applications must be received no later than 17:00. 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.

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of Retail Assistant (Clerical Officer Level) in National Museum of Ireland, Dublin Sites: Collins Barracks, Dublin 7; Kildare Street, Dublin 2 and Merrion Street, Dublin 2 (on re-opening). This is a Part-Time Permanent position. This position will be filled by open competitive interviews.

Brief Description of Position

The person appointed to the position will provide excellent retail and customer service in the Museum shops, enhance the visitor experience and present the National Museum of Ireland in a positive manner at all times, while increasing revenue.

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.

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