

Facilities Officer – Facilities Specialist (Senior Clerk of Works)

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of **Facilities Officer – Facilities Specialist (Senior Clerk of Works)** in the National Museum of Ireland. This is a full-time, permanent contract position and will be filled by open competitive interviews.

Brief Description of position:

The Facilities Officer – Facilities Specialist plays a crucial role in ensuring the operational efficiency and safety of multiple museum sites.

This position is responsible for managing preventative and unscheduled maintenance issues, contractor performance, and ensuring that all facilities meet high standards of functionality and safety.

The role will collaborate closely with the Facilities Manager to ensure statutory and regulatory compliance in facilities matters. Additionally, the Facilities Officer – Facilities Specialist will collaborate closely with the Purchasing Manager to assist with procurement activities, ensuring that necessary goods and services are acquired efficiently. The role works collaboratively with all other NMI Estates roles, in particular Front of House, Health and Safety, Security, and Sustainability.

The role will involve supporting the eight museum sites to address specific maintenance needs and facilitate smooth operations. The successful candidate will proactively identify compliance and maintenance challenges and implement effective solutions, thereby contributing to collections care and an optimal visitor experience.

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 (Appendix 4), 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.

Closing Date for Applications

**Applications must be received no later than 17:00
On Friday, 25th July 2025**

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. **Canvassing will disqualify.**