# museum
## National Museum of Ireland
### Ard-Mhúsaem na hÉireann

# Commercial Development Assistant

(Clerical Officer Level)

The **National Museum of Ireland** is seeking a talented, energetic and self-motivated individual to join our Operations Team to fill the post of a **Commercial Development Assistant** (Clerical Officer Level) to support and administer the continued expansion of the Museum's commercial activity. This is a full-time permanent position.

### Brief Description of position:

The post holder will be tasked with helping to administer commercial return to the Museum from existing activities including rights and reproductions, reproductions, venue hire, film location, car parking and donations.

The post holder will deal with the day to day requests for rights and reproductions and liaise with the photography department to deliver a service to the public in an efficient and timely manner.

### 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. The application form must be completed in full and submitted in typescript. Handwritten applications will not be accepted.

**We request that all three documents are 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 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.

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

**<u>Closing Date for Applications</u>**

# Applications must be received no later than 17:00 on
**On Friday, 16th April 2021**