

# **museum**

National Museum of Ireland

Ard-Mhúsaem na hÉireann

## **Education Assistant – Bookings and Information**

(Clerical Officer Level)

Specific Purpose Contract

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of an **Education Assistant – Bookings and Information** in the National Museum of Ireland, Decorative Arts & History, Collins Barracks, Benburb Street, Dublin 7. This is a 42 Week Special Purpose Contract (Maternity Leave Cover).

### **Brief Description of position:**

The temporary post-holder will be responsible for the administration and co-ordination of bookings at the Dublin sites, managing group enquiries and bookings of onsite visits through the Museum's Bookings System. She/He will be the primary contact for education-related enquiries and will provide an information and advice service to the wide range of potential visitors including Primary and Post Primary schools, Colleges at third level and further education, community groups and tour operators, in relation to onsite and online learning programmes and services offered by the Education Department at the Dublin Museums sites. He/She will be responsible for the administration and the day-to-day management of the Freelance Guides' Panel based at Collins Barracks.

### **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.

**Closing Date for Applications**

**Applications must be received no later than 17:00  
on  
Friday 29 January 2021**