

# Facilities Officer (Front of House Manager) (Senior Clerk of Works)

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

## **Brief Description of position:**

To Lead, Direct, Manage and support the Deputy Front of House Managers and Visitor and Security Officer teams in delivering visitor experience. Work with the Estates team and other NMI departments to progress and implement NMI projects, programs, policies and procedures.

## **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, 18<sup>th</sup> 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.**