

# **museum**

National Museum of Ireland

*Ard-Mhúsaem na hÉireann*

## **Commercial Manager (Higher Executive Officer)**

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of **Commercial Manager (Higher Executive Officer)** in the National Museum of Ireland – Decorative Arts & History, Collins Barracks, Benburb Street, Dublin 7. This is a full time two-year, fixed-term contract position. This position will be filled by open competitive interviews.

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

Welcoming over one million visitors annually to our four museums and with a collection of outstanding significance, the National Museum of Ireland (NMI) provides opportunities to be inspired, engaged, and informed through inclusive and accessible events, exhibitions, and public programmes. We aim to ensure our activities are wide-reaching and seek to engage people who visit our museums, who connect with us online or through our event programmes and spaces.

The Commercial Manager is a key role at NMI and will lead and manage all revenue generation and commercial activities at the museum with a focus on event management. The ideal candidate will have a track record that demonstrates a passion for creativity and customer service. The candidate will comfortably understand the NMI's mission and goals, and ensure the commercial activities are fulfilled efficiently and effectively in line with our strategic plan.

The post holder will be tasked with maximising the commercial return to the Museum from existing activities, which include large scale and corporate events, venue hire, café and on-site catering, rights and reproductions, retail, and visitor donations. The role will oversee a busy large scale and corporate events programme and will provide strategic direction to the Museum's retail function.

The post holder will also work to scope out potential new commercial opportunities from the Museums' services and assets through other appropriate sources including online activity.

In addition, the post holder will assist the Director of Operations on the commercial, philanthropic and sponsorship activities related to the museum's capital projects programme.

## **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, 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 be 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 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 10<sup>th</sup> May 2024**

**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.**