Assistant Keeper Grade II, Irish Antiquities Division

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of Assistant Keeper Grade II, Irish Antiquities Division. This is a full time, permanent position and will be filled by open competitive interview.

Brief Description of position:
The post-holder will work within the Irish Antiquities Division (IAD), one of four curatorial departments in the National Museum of Ireland. The IAD is responsible for the National Collection of Irish Antiquities as well as collections of Classical, Egyptian and Ethnographical material. The IAD is a busy department, engaged in managing the collection and its archive, curating reserve collections, in-house and loan exhibitions, archaeological excavation and fieldwork, research and publication as well as undertaking other certain statutory functions under the National Cultural Institutions Act 1997, the National Monuments Act (1930 to 2014) and the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023. The post-holder will be expected to carry out day-to-day tasks in relation to the above, to act as duty officer and liaise with colleagues within the division and across the institution to achieve the goals of the annual business plan.

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 15th August 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.