

Open position

Documentation Officer, Irish Antiquities Division

Assistant Keeper Grade II, Full Time, One-Year, Fixed Term, Position

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Kildare Street, Dublin 2; Swords, County Dublin; and other NMI sites as required

Closing Date for Application

Friday 12th September 2025

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Applications must be received no later than 17:00. 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.

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of **Documentation Officer (Assistant Keeper Grade II) with responsibility for the Irish Antiquities collections** based in the National Museum of Ireland, Kildare Street, Dublin 2; Swords, County Dublin; and other NMI sites as required. This is a one-year fixed term contract. This position will be filled by open competitive interview.

Brief Description of Position

The Documentation Officer is responsible for the specification of the NMI's data standards for documenting objects in the collections and the implementation and quality control of these standards in operational systems. The officer will work under the supervision of the Collections Management Systems Administrator/ Documentation Team Lead and with the relevant curatorial staff on collections management and registration procedures and will be responsible for overseeing any transfer or receipt of collections including deposition of finds from commercial archaeology. The Documentation Officer, Irish Antiquities collection will collaborate with a team of stakeholders including the other documentation officers, Librarian, Archivist, curatorial colleagues and NMI's Collections Management Systems Administrator to ensure consistence in data standards and cataloguing approaches in NMI. The Documentation Officer will oversee the management of all loans in and out of the Irish Antiquities Division. The Documentation Officer will be responsible for assisting in the planning, monitoring and delivery of new stores and storage areas across NMI sites in support of capital projects at NMI. The Documentation Officer will also be required to participate in the development of policies, standards and procedures for all aspects of collections documentation.

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, 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.

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