



Vacancy for Museum Administrator at the National Print Museum

The National Print Museum promotes a greater understanding of the historical significance and the contemporary relevance of printing in Ireland by exploring its heritage, craft and technology. The Museum is a private company and registered charity, and has full accreditation of The Heritage Council's Museum Standards for Ireland.

Job Description

Reporting to the CEO, the Museum Administrator is responsible for the day-to-day administration of the Museum.

Duties include:

- Responding to general queries via email, phone, post, and in-person
- Updating the organisation's digital mailing lists
- Recording and analysing visitor statistics and surveys
- Managing of the shop, including EPOS, cash-handling, daily cash register reads, stocktaking and visual merchandising
- General office administration and filing
- Ordering and managing stationery and office supplies
- Assisting the CEO with administration in relation to exhibitions, loans, donations, project work and the Museum Standards Programme for Ireland
- Assisting with collection documentation
- Assisting with marketing items such as updating the website, promoting events, arranging mail-outs (electronic and postal)
- Caring for the collection, monitoring environmental readings
- Working front of house, meeting and greeting visitors
- Supervising and training the front of house team
- Museum supervisor and keyholder
- Other assigned duties

Essential Skills:

- Administration
- At least two years administration experience (museum or arts administration preferable)
- Customer service
- Communication skills
- IT literacy, excellent knowledge of Microsoft Office (all packages)
- Organisation skills
- Ability to work alone or as part of a team
- Punctuality and reliability

Desired skills

- A relevant third level qualification
- Interest and experience in the arts, heritage and museum sector
- Awareness of GDPR

Contract

The contract will initially be for one year (subject to a 3-month probationary period). This is a part-time position requiring the successful candidate to work 24 hours per week onsite. Salary for this role is current minimum wage.

Application

Please forward a covering letter and CV, containing names and contact information for two referees, marked Museum Administrator Post to carlamarrinan@nationalprintmuseum.ie

Closing date is 5 p.m. on Thursday, 6 May 2021.

The National Print Museum is an equal opportunity employer.