



Vacancy for Education Officer at the National Print Museum

Fixed Term Maternity Contract

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. The Education Department of the National Print Museum preserves, protects and increases awareness of the unique collection and associated provisions at the Museum. It is committed to a wide range of socially inclusive opportunities for the lifelong discovery and enjoyment of Ireland's printing heritage. The Museum seeks an experienced Education Officer – an exciting opportunity to join a small and dynamic team.

Job Description

Reporting to the CEO, the Education Officer is responsible for furthering the mission of the National Print Museum by developing the Museum's educational programmes. The Education Officer is responsible for the interpretation and development of programmes relating to the permanent and temporary exhibitions for the visiting public.

Responsibilities and Duties

- Adhering to both the National Print Museum mission and the Education Policy
- Continue research and development of new Education Policy, in conjunction with the Museum's new Strategic Plan
- Keeping up to date with MSPI and best practice in Museum Education
- Managing a Museum Assistant (CE Scheme)
- Responsible for development and promotion of the Museum's calendar of events including tours, workshops, lectures, demonstrations days, and other special events
- Event Management – responsible for the coordination and management of all Demonstration and Family Fun Days
- Co-ordination of guided tour and workshop bookings
- Development and facilitation of children's workshops
- Museum tour script knowledge and tour guiding
- Working closely with the co-ordinators and trainees of the CDETB Culture and Heritage Studies course at the Museum in relation to tour guide training, support and mentoring
- Design, promotion and delivery of socially inclusive educational provisions for a variety of formal and informal audiences
- Targeting new audiences and devising suitable programmes
- Continue research and development of new Secondary Schools programme, ensuring that all programmes and resources are relevant to changes in the National Curriculum
- Cultivating relationships with a variety of organisations (including teacher's organisations) to work towards improving the education programme
- Presenting at conferences, forums, seminars etc. on subject matter relating to Education at the Museum
- Responsible for the facilitation and co-ordination of the Outreach Programme, which includes driving of and overall responsibility for the National Print Museum van
- Responsible for the Museum's self-guided Education Area for families and children
- Liaising with the Curatorial Committee and Museum volunteers
- Responsible for Child Protection and Welfare (including training of new staff) and Garda Vetting at the Museum and undertaking of role of Designated Liaison Person
- Preparing grant applications
- Composition of education and financial reports and managing budgets for the Education Department
- Supervisor and keyholder at National Print Museum



Essential skills and experience

- A third level qualification in Museums, Heritage, History, Arts or a related field
- At least 3 years' experience in a museum or arts education environment
- Imaginative and innovative approach to museum education
- Knowledge of current issues relating to museum education
- Knowledge and interest in history
- Ability to facilitate children's arts and crafts workshops
- Excellent interpersonal skills and an ability to work within a team
- Excellent verbal and written communication skills
- Excellent public speaking skills
- IT literacy
- Experience and understanding of customer service
- Budget management skills
- Full clean driving licence

Desirable

- HSE Children First training completed
- Knowledge of WordPress and MailChimp
- Knowledge of the Heritage Council's Museum Standards Programme of Ireland (MSPI)

Item to note

As per the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, the successful candidate is subject to Garda Vetting for this position.

Contract

The contract will be for 6 months to cover maternity leave. This is a part-time position requiring the successful candidate to work 24 hours per week including some weekend work. The desired start date is from Monday 13 June. The National Print Museum is an Equal Opportunities Employer. The Museum offers benefits such as Cycle to Work and TaxSaver Commuter Allowance.

Salary

€33,537 pro rata p/a.

Application

Please forward a Cover Letter and CV, containing names and contact information for two referees, marked "Education Officer Position" to carlamarrinan@nationalprintmuseum.ie. The deadline for application is close of business on Friday 27 May 2022.

Applicants are asked to note that background information on the National Print Museum is available on Museum's website at www.nationalprintmuseum.ie