



Vacancy for Museum Executive Assistant/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. The Museum seeks an experienced Museum Administrator – an exciting opportunity to join a small and dynamic team.

Job Description

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

Duties include:

- Providing administrative support to the CEO
- Recording and analysing visitor statistics and surveys
- Responding to general queries via email, phone, post, and in-person
- Tour and workshop bookings
- Database management
- File management
- Scheduling volunteers and work placement candidates
- Working front of house, meeting and greeting visitors
- Management of the shop including cash-handling, cash register reads, preparing bank lodgements, and stocktaking
- Ordering and managing stationary and office supplies
- Managing incoming and outgoing post
- Management of the petty cash fund
- Recording income and making bank deposits
- Administration in relation to exhibitions and project work
- Assisting with administration in relation to the Museum Standards Programme for Ireland
- Assisting with preparing paperwork for loans, acquisitions etc.
- Assisting with documentation
- Assisting with marketing items such as updating the website, promoting events, arranging mail-outs (electronic and postal)
- Other assisted duties

Essential Skills:

- At least three years administration experience (museum or arts administration preferable)
- Communication
- Customer service
- IT literacy, excellent knowledge of Microsoft Office (all packages)
- Bookkeeping
- Organisation
- Multitasking
- 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

Contract

The contract will initially be for one year - subject to review after a three-month probationary period. This is a part-time position requiring the successful candidate to work three days per week. The wage for this post is €14 p/h. The Museum offers benefits such as Cycle to Work and TaxSaver Commuter Allowance. The National Print Museum is an Equal Opportunities Employer.

Application

Please forward a covering letter and CV, containing names and contact information for two referees, marked Museum Administrator Post to carlamarrinan@nationalprintmuseum.ie
The deadline for applications is close of business on Friday 20 May.