



## **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 registered charity and has full accreditation of The Heritage Council's Museum Standards for Ireland. The Museum now seeks a temporary Museum Administrator – an exciting opportunity to join a small and dynamic team.

### **Job Description**

Reporting to the Manager, the Administrator is responsible for the day-to-day administration of the Museum and supports front of house operations.

### **Duties include:**

- Providing administrative support to the Manager
- Recording and analysing visitor statistics and surveys
- Responding to general queries via email, phone, post, and in-person
- Supporting tour and workshop bookings
- File and database 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 expenditure and making bank deposits
- Assisting with the preparation of bi-monthly accounts folder for submission to bookkeeper
- Administration in relation to exhibitions and project work
- Assisting with administration in relation to the Museum Standards Programme for Ireland
- Assisting with paperwork preparation for loans, acquisitions etc. and 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

**Desired skills**

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

**Contract**

This is an eight-month contract contributing to a maternity cover arrangement, subject to review after a three-month probationary period. This is a full-time position requiring the successful candidate to work 39 hours per week. Work from home options will be available for up to two days per week. The team member will contribute to the weekend roster – working one weekend in five. The wage for this post is €14 p/h. Annual leave is 20 days per annum (13 pro-rata).

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 [info@nationalprintmuseum.ie](mailto:info@nationalprintmuseum.ie). Please save all information into one PDF and include applicant's name in the title.

The deadline for applications is close of business on 22 April 2024.

Interviews will take place the week of 6 May.

[www.nationalprintmuseum.ie](http://www.nationalprintmuseum.ie)