



## **Vacancy for Collections Officer 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 an experienced Collections Officer for a fixed-term contract of seven months.

### **Job Description:**

Reporting to the Manager and working alongside the Curatorial Committee, the Collections Officer will oversee the move to a new collections management system, bringing the Museum's documentation to the highest of best practice standards, and overseeing the integration of that system with the Museum's public website.

### **Other Duties:**

#### Documentation

- To review and update the Museum's Documentation Procedural Manual.
- To work on the Documentation Backlog Plan.
- To see to correspondence, paperwork and physical numbering of new acquisitions and loans.

#### Collections General

- To assist with environmental readings.
- To update location controls.
- To support the Curatorial Committee in reviewing and updating the Collections Policy and Deaccession Policy.
- To provide project updates and reports.

### **Essential Skills:**

- Degree level qualification in relevant subject or equivalent vocational experience.
- At least two years' experience in collections in a museum or gallery environment.
- Knowledge of best practice collections management.
- Strong IT skills and proven skills in collections management systems.
- Excellent accuracy, attention to detail with a highly organised and methodical approach.
- Ability to work on their own and collaboratively as a team player.
- Openness and good communication.

### **Desired Skills:**

- Experience with Axiell software (formerly Adlib, training with the supplier will be included).
- Working knowledge of the Museums Standards Programme for Ireland.
- Full clean driving licence.

### **Contract**

This is a seven-month contract (May to November 2024) - subject to review after a one-month probationary period. This is a full-time position requiring the successful candidate to work 39 hours per week with some occasional weekend work. The main work will take place in Beggars Bush Barracks in Dublin 4 with occasional trips to the offsite storage facility in Newbridge. Work from home options will be available for up to two days per week. The salary for this post is €33,000 per annum (€19,250 pro rata). Annual leave is 21 days per annum (12 pro rata).



The Museum offers benefits such as Cycle to Work and TaxSaver Commuter Allowance. The National Print Museum is an Equal Opportunities Employer.

*The post is sponsored by The Heritage Council of Ireland's Organisation Support Scheme.*

### **Application**

Please forward a covering letter and CV, containing names and contact information for two referees, marked Collections Officer Post to [info@nationalprintmuseum.ie](mailto:info@nationalprintmuseum.ie). Please save all information into one PDF and include your name in the document title.

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

Interviews will provisionally take place on 26 April.

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