



Vacancy for Education Officer at the National Print Museum Fixed Term Contract

The National Print Museum celebrates and safeguards the story of printing in Ireland so that everyone may know and be inspired by its impact on our lives. Our mission is twofold: to engage, educate, and inspire others as a living museum of printing; and to preserve and share the craft, stories, and objects that make up our unique heritage collection while supporting and showcasing the evolving culture and processes of design and print.

We are a living museum, an active learning centre and one of Dublin's favourite visitor attractions. We invite people to enjoy the hands-on experience of our permanent collection, or to be inspired by the exhibitions, classes, and workshops we offer onsite, online and around Ireland. At the heart of the Museum is letterpress printing. In 2019, the Museum successfully applied to have letterpress included in our National Inventory of Intangible Cultural Heritage.

The Museum is a registered charity and has full accreditation of The Heritage Council's Museum Standards Programme for Ireland.

Education Mission Statement

The Education Department of the National Print Museum preserves, protects and increases awareness of the unique collection and associated provisions at the Museum. It strives to create and deliver accessible, inspiring, and enriching cultural learning opportunities for all to facilitate the lifelong discovery and enjoyment of Ireland's printing heritage.

Education Aims

The National Print Museum's Education Department continually develops the educational provisions within the Museum. To do this, the department has identified a number of specific aims that it will endeavour to achieve over the next three years which have been laid out in the National Print Museum Strategy 2024–2028. In the Education Policy, these aims are outlined and broken down into actionable objectives which the Museum will endeavour to complete in the coming years. The details of these aims along with the corresponding objectives are outlined below.

- Promote the lifelong discovery of printing history and culture through our public engagement programme, creating more inclusive opportunities for participation.
- Deepen and diversify our engagement with educational institutions, especially those which cater for children and young people.
- Expand opportunities for scholarly research, building on our relationships with third-level institutions.
- Ensure the continuation of traditional crafts and their oral histories through formal skills transfer programmes and other development initiatives.
- Continue to support the accredited adult education programme, sustaining its standard of excellence and positive outcomes.
- Continue to collaborate and build affiliations with exceptional artists and leading organisations in and beyond the Museum and cultural sector, in Ireland and internationally, to advance the Museum's profile, collection, and programme.

The implementation of these aims will be achieved through a number of overarching activities undertaken by the Museum. These activities can be understood to apply to each of the aims where appropriate. In the implementation of this Education Policy, the Museum will:

- Raise awareness of, and effectively promote, all educational programming to a variety of learning groups through various media including, but not limited to, the development of target audience mailing lists (in accordance with the Data Protection Acts of 1988 and 2003 and General Data Protection Regulation (GDPR)), the Museum Event Guide, the Museum website, social media, and a number of free online promotional sites.
- Research and apply for all relevant state and non-state funding opportunities, which may assist the Museum in successfully achieving its objectives.
- Keep up to date with developments in the preservation of traditional letterpress and developments in contemporary letterpress both nationally and internationally to enhance and inform all educational programming within the Museum.
- Keep up to date with national and international Museum best-practice, including the Museums Standards Programme for Ireland, using this knowledge to inform all museum activities, including educational programming.

Responsibilities

Guided by the National Print Museum Strategy 2024–28 and the Education Policy 2025-28, the Education Officer is responsible for the following key areas:

1. Programming & Event Management

- **Calendar Development:** Responsible for the development, promotion, and delivery of the Museum's annual events calendar, including tours, talks, workshops, lectures, demonstration days, and other special events.
- **Operational Coordination:** Work alongside the Administrative Officer to ensure the seamless coordination of all guided tour and workshop bookings.
- **Hands-on Facilitation:** Design and facilitate children's workshops
- **Workshop Coordination:** Coordination of all adult workshops with panel of artists.
- **Creative Corner:** Oversee the maintenance and development of the Museum's self-guided education for families and children.

2. Audience Development & Outreach

- **Targeting & Design:** Identify and target new audiences from the Education Policy, devising suitable programmes to increase engagement.
- **Social Inclusion:** Design and deliver socially inclusive educational provisions for a variety of formal and informal audiences.
- **Curriculum Alignment:** Lead the research and development of the Secondary Schools programme, ensuring resources remain relevant to changes in the National Curriculum.
- **Outreach Programme:** Facilitate the Outreach Programme, including overall responsibility for (and driving of) the Museum van.
- **Relationship Management:** Cultivate partnerships with external organisations, including teacher associations, to enhance the education programme.

3. Policy, Compliance & General Management

- **Child Protection:** Act as the Designated Liaison Person; responsible for Child Protection and Welfare policy, staff training, and Garda Vetting procedures. Update the Museum's Child

Protection and Welfare Policy, consistent with Children First National Guidance 2017 and Our Duty to Care 2002.

- Education Policy: conduct the yearly review of the existing policy and update action plan accordingly.
- Supervision: Serve as a Museum keyholder and supervisor; manage the Education Assistant (CE Scheme).
- Professional Mentoring: Work closely with the CDETB Culture and Heritage Studies course to provide training, support, and mentoring to trainee tour guides.
- Financial Oversight: Prepare grant applications, manage the Education Department budget, and compose regular education and financial reports.
- Representation: Liaise with the Curatorial Committee and volunteers; represent the Museum at conferences, forums, and seminars.

Essential skills and experience

- A third level qualification in Museums, Heritage, History, Arts or a related field, or equivalent vocational experience.
- 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
- 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
- IT literacy (Microsoft Suite)
- Experience and understanding of customer service
- Budget management skills
- Full clean driving licence

Desirable

- HSE Children First training completed
- Knowledge of WordPress, MailChimp, and booking systems (such as Fareharbor)
- Working experience of the Heritage Council's Museum Standards Programme of Ireland (MSPI)
- Knowledge or experience in letterpress printing or printmaking techniques
- Familiarity with the Irish language

Why Join Us?

This role offers a unique opportunity to contribute directly to the preservation and promotion of Ireland's printing heritage during its 30th anniversary year.

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 is of a fixed term of 10 months to cover a secondment, subject to review after a one-month probationary period. This is a part-time position requiring the successful candidate to work 24 hours per week including some weekend work. The main work will take place in Beggars Bush Barracks in Dublin 4, with occasional trips to the offsite storage facility in Kildare. Work from home options will be available during research periods and in agreement with management. The desired start date is from mid-May. The salary for this post is €33,537 per annum (€16,768 pro rata). Annual leave is 21 days per



annum (10.5 pro rata). The Museum offers additional bonus leave around the December holiday period. 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 Education Officer Post to 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 Friday 17 April. Interviews will be held the last week of April.

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