



Vacancy for Administrative Assistant 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 now seeks a temporary Administrative Assistant – an exciting opportunity to join a small and dynamic team.

Job Description

Reporting to the CEO, the Administrative Assistant supports day-to-day administration and front of house operations of the Museum.

Duties include:

- Working front of house, meeting and greeting visitors
- Recording and analysing visitor statistics and surveys
- Responding to general queries via email, phone, post, and in-person
- Managing tour and workshop bookings
- Database management
- File management
- Coordination of the shop including cash-handling, cash register reads, and stocktaking
- Monitoring and ordering stationary and office supplies
- Assisting with outgoing post
- Co-ordinating tasks for work placement students
- Assisting with marketing items such as promoting events and arranging mail-outs (electronic and postal)
- Other assigned duties

Essential Skills:

- At least one year administration experience (museum or arts administration preferable)
- Communication
- Customer service
- IT literacy, excellent knowledge of Microsoft Office (all packages)
- 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

This is a six-month contract to support the executive team who will be working on a set project - subject to review after a two-month probationary period. This is a part-time position requiring the successful candidate to work three days per week (21 hours). The wage for this post is €14 p/h. 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 "Administrative Assistant Post" to carlamarrinan@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 Monday 8 May.

Interviews will be held on Monday 15 May.

www.nationalprintmuseum.ie