

Vacancy for Assistant Co-ordinator at National Print Museum

The National Print Museum in conjunction with City of Dublin ETB runs a Local Training Initiative aimed at unemployed people interested in working and studying in the areas of heritage, tourism and related sectors. The training programme is accredited by QQI and students are currently offered a QQI Common Award in Cultural and Heritage Studies. The co-ordinating team deliver QQI Level 5 modules: Archaeology, Folklore and Ethnology, Local History, Communications, Work Experience, Appreciation of Irish Culture, Heritage, and Customer Service; and train the students in Tour Guiding in respect particularly of the Museum's tour.

The programme now wishes to recruit an Assistant Coordinator to support the project. The successful candidate will be required to tutor adults in some of the QQI Level 5 modules listed above in preparation for a QQI Level 5 Common Award and support the Course Coordinator with the organisation and administration of the programme.

Salary: City of Dublin Assistant Co-ordinator LTI Rate, €31,288.92 per annum. The contract will run from May 2024 until May/June 2025, and is subject to continued City of Dublin ETB funding.

It is a full-time position with weekend work duties involved.

Please note that Garda Vetting will be carried out as part of this appointment process.

Responsibilities and Duties

- To support the coordination of a QQI Level 5 Common Award in Cultural and Heritage Studies.
- To prepare, deliver and assess QQI Level 5 and other modules as required.
- To provide feedback to course participants regarding assignments, projects and exams.
- To supervise course participants at the National Print Museum.
- To accompany course participants on off-site tours, study trips, and excursions.
- To support the recruitment and selection of new course participants as per City of Dublin ETB and National Print Museum guidelines.
- To comply with City of Dublin ETB and QQI quality assurance procedures.
- To attend, where appropriate, training days, seminars, workshops to assist in training and development.
- To perform assigned duties in the National Print Museum including weekend work, workshop preparation, tour guide organisation, facilitation at children's workshops and training sessions.
- Other duties as assigned.

Essential skills and experience:

- Third Level Degree in a relevant field
- Previous experience teaching adult learners
- Excellent administrative experience
- Interest in the Museum sector
- Teaching Qualification (minimum Train the Trainer)

Desirable skills

- An interest in working with young people and adults from a wide variety of educational backgrounds and literacy levels
- Excellent verbal and written communication skills.
- An understanding of heritage, tourism and related sectors
- A demonstrated ability to work flexibly and as part of a team

The start date is Tuesday 7th May 2024.

Please forward a covering letter and CV, containing names and contact information for two referees, marked Assistant-Co-ordinator to info@nationalprintmuseum.ie Please save all information into one PDF and include your name in the title.

The closing date for applications is **Friday 5th April 2024**. Interviews will be held on **Tuesday 16th April**. Please note that this post contributes to a maternity cover arrangement for a one-year period only. Applications will be kept on file and a panel will be formed that will be used to fill any vacancies arising in the LTI at Assistant Co-ordinator levels in the future. The position of Assistant Co-ordinator is funded by the Community Services Local Training Initiative. The National Print Museum is an equal opportunities employer.

www.nationalprintmuseum.ie