Project Assistant – iCAN programme (Executive Officer)

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of **Project Assistant – iCAN programme (Executive Officer)** on **thirteen (13) months,** full time, specified purpose (Maternity cover) contract. The position will be filled by open competitive interviews.

Brief Description of position:
The Irish Community Archive Network (iCAN) is a community engagement programme initiated and delivered by the National Museum of Ireland in collaboration with a number of strategic partners, including the Heritage Council, Local Authorities and community groups.

The iCAN team supports community volunteers and heritage professionals to establish and maintain community archive websites on an ongoing basis; there are currently 46 member websites in the Network.

The National Museum of Ireland is seeking a suitable person to assist with programme development and delivery, and with the national expansion of this key partnership project.

The successful candidate will be required to work both online and in person to deliver the iCAN programme to participating communities and partners.

This position is full-time and subject to 6 months' probation. Flexible working hours with occasional evening and weekend work.

The successful candidate will be required to attend meetings with the iCAN Development Officer in person, once a month at the National Museum of Ireland – Country Life, Castlebar, Co Mayo or, on occasion at one of the three Museum sites in Dublin.

APPLICATION INSTRUCTIONS

Applications are submitted on the vacancies section of the **National Museum of Ireland website**: https://www.museum.ie/en-IE/About/Careers/Vacancies

Applicants are required to complete an application form, submit an up to date CV and a cover letter. The application form must be completed in full and submitted in typescript. Handwritten applications will not be accepted.

We request that all three documents be combined and submitted in one single PDF.
Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our Vacancies page.

Steps to apply:
- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into one single PDF along with your CV and cover letter.
- When this is complete, return to the NMI website to finish the application process.
- Again, from the Vacancies page, find the position you wish to apply for.
- Click the **Apply Now** button.
- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address.** The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants.

Closing Date for Applications

Applications must be received no later than 17:00
On Friday 30th May 2025

LATE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE NOTE THE ONUS IS ON THE APPLICANT TO ENSURE THAT ALL APPLICATIONS ARRIVE IN ADVANCE OF THE CLOSING DATE AND TIME. Closing date and time will be strictly adhered to.

Ard-Mhúsaem na hÉireann
National Museum of Ireland

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Please note that applications for this position will only be considered on the Application Form provided as well as a CV and letter of Application. Contact details of three referees will be required if an applicant progresses to the later part of the recruitment process

Canvassing will disqualify.