

Open position

## **Collections Assistant, Irish Folklife Division**

Executive Officer Level, Full Time, Two-year fixed-term  
position

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Turlough Park, Co Mayo

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Closing Date for Application

**Friday 5th June 2026**

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**Applications must be received no later than 17:00. Please note that late applications will not be accepted.** The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline.

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of **Collections Assistant, Irish Folklife Division (Executive Officer)** in the National Museum of Ireland, Turlough Park, Co. Mayo. This is a full-time, two years, fixed-term contract position and will be filled by open competitive interviews.

**Brief Description of position:**

The Irish Folklife Division manages the Folklife Collection of the National Museum of Ireland.

The Irish Folklife Collection amounts to c. 40,000 objects and is the ethnographic collection that reflects Irish culture. It is complemented by documentation, which includes a specialist library and archive, both of which incorporate object histories, field recordings, and image collections. The role of the Irish Folklife Division is to collect, interpret and preserve objects that tell the stories of the traditional and everyday way of life of Ireland.

The Irish Folklife Division manages this collection of objects understanding that traditions change and evolve and seeks to reflect that in our collecting. The Division continues to work with all communities, at home and internationally, and explore themes for contemporary collecting. People's stories and the provenance of their objects continue to be the essence of the Irish Folklife collection.

The Division is based at the National Museum of Ireland, Turlough Park, Co. Mayo.

The post-holder will work within the Irish Folklife Division. The purpose of this Collections Assistant role is to provide support and assist in all aspects of the day-to-day management and care of the Irish Folklife Collection and aid the curatorial work of the Division.

**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 must submit the completed application form, an up-to-date CV, and a cover letter. **We request that all three documents be combined and submitted in one single PDF.**

The application form must be completed in full and submitted in typescript. Handwritten applications and applications in the incorrect format type will not be accepted. 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 National Museum 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.

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