

Open position

Collections Assistant, Irish Antiquities Division

Executive Officer Level, Full Time, Three-Year, Fixed-Term Position

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Kildare Street, Dublin 2

Closing Date for Application

Friday 14th August 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 Antiquities Division, based in the National Museum of Ireland, Kildare Street, Dublin 2. This is a three-year fixed-term contract. This position will be filled by open competitive interview.

Brief Description of Position

The post-holder will work within the Irish Antiquities Division (IAD), one of four curatorial departments in the National Museum of Ireland. The IAD is responsible for the National Collection of Irish Antiquities as well as collections of Classical, Egyptian and Ethnographical material. The IAD is a busy department, engaged in managing the collection and its archive, curating reserve collections, in-house and loan exhibitions, archaeological excavation and fieldwork, research and publication as well as undertaking certain statutory functions under the terms of the National Monuments Acts 1930 to 2014, Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023 and related legislation.

The post-holder will be expected to carry out day-to-day technical tasks in relation to the above, to liaise closely with curatorial staff in the IAD and across the institution to achieve the goals of the annual business plan.

The purpose of this Collections Assistant role is to assist in the day-to-day management and maintenance of the collections (both reserve collections and collections on display/loan) of the Irish Antiquities Division and to provide a first-class service to researchers and staff.

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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