

Open position

Assistant Keeper Grade II, Irish Antiquities Division

Full Time, Permanent Position

—

Kildare Street, Dublin 2

Closing Date for Application

Friday 14th August 2026

...

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** seeks applications from suitable candidates to fill the post of **Assistant Keeper Grade II, Irish Antiquities Division** based in the National Museum of Ireland, Kildare Street, Dublin 2. This is a full-time, permanent 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, including facilitating researchers. The post-holder will work with colleagues to undertake certain statutory functions of the Director and Board of the National Museum of Ireland under the National Cultural Institutions Act 1997, the National Monuments Act (1930 to 2014) and the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023. The post-holder will be expected to carry out day-to-day tasks in relation to the above, with specific responsibilities including the intake of excavated assemblages to the National Museum of Ireland's stores, fieldwork and site and facilities inspections. This will involve close liaison with excavators, the provision of advice and assistance in relation to numbering, packing and listing of archaeological finds. The post-holder will be expected to act as duty officer from time to time as required, and to liaise with colleagues within the division and across the institution to achieve the goals of the annual business plan.

The post-holder will be expected to carry out duties in relation to the entire collection of the IAD but will have particular responsibility for carrying out the statutory licensing functions of the National Museum of Ireland.

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.

Closing Date for Applications

**Applications must be received no later than 17:00
On Friday 14th August 2026**

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. **Canvassing will disqualify.**