

museum

National Museum of Ireland

Ard-Mhúsaem na hÉireann

Executive Officer, Commercial Development

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of **Executive Officer, Commercial Development** based in Collins Barracks, Benburb Street, Dublin 7. This is a Full-Time Permanent position. This position will be filled by open competitive interviews.

Brief Description of position:

The post holder will be tasked with supporting the Commercial Development Manager in maximising and supporting the commercial development of the Museum from new and existing commercial activities. This would include the catering franchise, large scale events, corporate room and venue hire, filming, car parking, sponsorship, donations, and any other activities that supports the development of the commercial remit of the Museum.

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 29th November 2024**

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.

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.