

# **museum**

National Museum of Ireland

*Ard-Mhúsaem na hÉireann*

## **Archaeological Conservator Assistant Keeper Grade II**

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of an **Archaeological Conservator (Assistant Keeper Grade II)** based in the Conservation Department, National Museum of Ireland – Decorative Arts & History, Collins Barracks, Benburb Street, Dublin 7. This is a full time, permanent position and will be filled by open competitive interview.

### **Brief Description of position:**

The post holder will have a primary focus on the conservation of Irish archaeological collections and will address freshly excavated material as well as the conservation and collection care needs of objects from many historic excavations. Additionally, the post holder will play a key role in preventive conservation for archaeological collections of the National Museum of Ireland (NMI). The post holder will be based primarily in the Conservation Department, Collins Barracks but will work across all NMI sites containing archaeological collections. The post holder will manage or oversee and influence the work of other staff, volunteers, contractors and interns in matters of collection care.

Conservation is a busy Department engaged in the preservation of the collections through investigative, remedial and preventive conservation measures. It is primarily located in Collins Barracks, Dublin with further facilities at some of our other Dublin sites and in the Museum of Country Life, Mayo. Conservation cares for well in excess of 6,000,000 objects in the Museum's collections across four curatorial Divisions (Irish Antiquities, Natural History, Irish Folklife and Art and Industry) and in their storage facilities. In addition, staff of the Conservation Department contribute to Conservation Education through delivery of course modules for university undergraduate and post-graduate degree, public programming and other means.

### **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 (Appendix 4), 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 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 8<sup>th</sup> 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. **Canvassing will disqualify.**