

ADVERT ID 187072

## General

### Little Museum of Dublin

15 St Stephen's Green Dublin Dublin  
<https://www.littlemuseum.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Tue Mar 21 2023 13:47:23  
**Application Closing Date:** Fri Apr 28 2023  
**Commencement Date:** Mon May 8 2023  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** Education Manager  
**Description:** Education Manager in the Little Museum of Dublin

€41,500 (4 days inc 1 weekend day)

This is a core role at the heart of our management team. The successful candidate will be a tenacious, flexible and dependable multi-tasker with great charm, efficiency and communication skills.

This is a one year fixed term contract – with a permanent role available for the right person. The ideal candidate will have 3+ years experience in a fast-paced education, administration, project management or operations role, with a proven track record in people management, scheduling and public speaking.

Our Education Manager runs an award winning education programme, I Love Dublin. We are looking for a tenacious hard worker who wants to take on a busy role – including giving classes and guided tours, managing front of house and admin – in a small organisation doing meaningful work.

We are interested in receiving applications from diverse backgrounds. The successful candidate may come from any background.

The standard working week is Wednesday - Saturday (OR) Sunday - Wednesday. This on site role will include tour guiding and public-facing museum work, as well as admin and computer-based work. Core tasks include:

- Run the I Love Dublin education programme
- Cultivate, invoice & administer events, private tours, group & tour series
- Key hold & manage the public facing museum 1.5 days per week
- Deliver regular guided tours
- Admin, maintenance, communications and archives

Education is at the core of our work, seven days a week. We are building something quite special on the Green. If you want to build a career in the museum sector; if you strive to be world class; come and work for the not-so-Little Museum.

To apply for the role of Education Manager, please introduce yourself to our CEO, Sarah Clancy, by email – and attach a CV. Sarah@littlemuseum.ie

## APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Apply To:** [sarah@littlemuseum.ie](mailto:sarah@littlemuseum.ie)

Or by post to  
Sarah Costigan  
Little Museum of Dublin  
15 St Stephen's Green  
Dublin 2

**County:** Dublin

**Postal District:** Dublin 2

**Enquiries To:** [Sarah@littlemuseum.ie](mailto:Sarah@littlemuseum.ie)

**Website:** <https://www.littlemuseum.ie>

**Further Information:** <https://littlemuseum.ie>

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