

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
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

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

Website: <https://Www.littlemuseum.ie>

Further Information: <https://Littlemuseum.ie>

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