

Open position

Collections Systems Officer – Digital Access and Data Quality

Assistant Keeper Grade II, Full Time, Three-Year, Fixed Term Position

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Collins Barracks, Dublin 7

Closing Date for Application

Friday 17th July 2026

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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 **Collections Systems Officer – Digital Access and Data Quality (Assistant Keeper Grade II)** based in the National Museum of Ireland, Collins Barracks, Dublin 7. This is a full-time, three-year Fixed term contract. This position will be filled by open competitive interview.

Brief Description of Position

The Collection Systems Officer – Digital Access and Data Quality will contribute to the administration, development and support of the National Museum collections data and associated systems. The successful candidate will support the interoperability and development of the Museum collection data using agreed international metadata standards. Playing a central role in collection information management, access and discovery, the Collection Systems Officer – Digital Access and Data Quality will work closely with colleagues across all divisions to manage and deliver collection data to our audiences.

The successful candidate should have a knowledge of digital information management, system administration, and the development of collection management systems. The Collection Systems Officer – Digital Access and Data Quality will work on special projects focused on administering, delivering and making accessible the National Museum collection data in our care. The successful candidate will work with colleagues to ensure that the Museum delivers findable, accurate, and accessible collection information online.

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.

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On Friday 17th July 2026**

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