

Assistant Collection Registrar

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising more than 18,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 180 staff and provides free access to the public 361 days a year. In 2024, the Gallery received numerous awards and accreditations. These included the Triple Lock Standard, which recognises Irish charities that have achieved excellence in governance, financial reporting, transparency and ethical fundraising, and the RIAI's Silver Medal for Conservation and Restoration.

The Gallery seeks to recruit an Assistant Collection Registrar within the Exhibitions and Collection Services Department on a permanent basis. This role is a critical layer of support required to ensure high-level compliance which directly enables the strategic goals of international collaboration, public accessibility and good governance. This post supports the Collections team in managing the Gallery's busy loans programme, assisting with a high level of administration and acting as support to ensure robust processes are in operation.

Reporting to the Collection Registrar, the Assistant Collection Registrar will:

- Assist the Collection Registrar in coordinating and documenting all outgoing loans, long loans in and long loans out.
- Assist in processing acquisitions & ensure that artworks are photographed and all the relevant documentation is on file.
- Assist in managing long term loans-out to embassies and other venues.
- Assist in ensuring all logistics including risk assessments and courier training for loans out.
- Assist the Collection Registrar in relation to shipments, packing & crating of the collection and in documenting all packings and unpackings.
- Ensure up to date loan contracts and insurance cover are in place for all loans-out.
- Assist in ensuring all records are kept up to date on TMS (the Gallery's Collection Management System).
- Assist in the process of collection registration.
- Assist in collection inventories and location management.
- Follow up on all loans out, assembling information on loan venues for internal reviews and reporting.
- Assist in recording and managing all temporary deposits (an artwork that is temporarily housed at the Gallery which has not formally been accessioned. e.g. a potential acquisition/artwork for assessment by conservation etc.)
- Assist in processing all import and export licenses as well as customs documentation.
- Raise purchase orders and follow up on invoices.

- Liaise with internal teams on collection rehangs and other on internal loan and collection movements.
- Process collection information requests from colleagues and external parties.
- Supervise the loading and unloading of loans from the collection (this may be out of hours).
- Upon successful completion of courier training, undertake courier duties in Ireland and abroad if required.
- Play a key role in Disaster Recovery.
- Assume other duties appropriate to the post as assigned by the Head of Exhibitions and Collection Services.

The successful candidate will have:

- A relevant third level qualification (for example Museum Studies, Arts Administration, Art History, Archival Studies, or a related field).
- At least two years' experience in a similar role within a museum or cultural institution of comparable scale and complexity.
- Experience of the international loans process.
- Good organisational and administrative skills
- Experience in using a well-recognised Collections Management Systems (TMS is preferable but other CMS such as Axiell, MuseumPlus acceptable) with the ability to administer the back end of the system if required.
- Experience in collection registration.
- Ability to work as part of a busy team.
- Ability to work under pressure and with multiple deadlines

- Pro-active, solutions-focussed attitude in the face of challenges.
- Ability and willingness to travel.
- Flexibility to work beyond normal working hours as the post requires.
- A commitment to, and interest in, the Gallery & museum sector.
- Excellent IT skills

Conditions of employment

This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. This may be subject to review in view of new structures and/or the changing needs of the Gallery. All employees are required to be compliant with NGI screening and Garda Vetting procedures. The post will be subject to a satisfactory medical check and successful completion of a successful probationary period. Applicants must be fluent in English and be eligible to work in Ireland.

Citizenship Requirements

Eligible candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland, pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a Stamp 4 permission or a Stamp 5 permission.

Please note: A 50 TEU permission, which serves as a replacement for Stamp 4 EUFAM after Brexit, is considered equivalent to Stamp 4.

To qualify candidates must be eligible by the date of any job offer.

Known Consignor Status:

The individual in this role may be required to complete Air Cargo Security training. In accordance, a pre-employment check is carried out on prospective new staff covering the preceding 5 years. This pre-employment check involves examination of any unexplained gaps of more than 28 days. For all new staff, written confirmation shall be obtained from employers or other sources capable of verifying the information provided by the person for the purpose of the background check. No prospective employee who is required to undergo Air Cargo security training will be offered a position unless any gap of 28 days or more has been satisfactorily accounted for.

Job Details and Application Information

Grade and Salary:

The salary for this position will be in accordance with the Executive Officer (PPC) pay scale, as per the 1 June 2026 pay adjustments. The salary scale for this position is as follows:

€38,803 €40,764 €41,871 €44,030 €45,965 €47,838 €49,703 €51,534 €53,419
€55,296 €57,289 €58,624 €60,527 LSI1 €63,227 LSI2

- The starting salary will be at the first point on the scale, €38,803 per annum, or on a higher point of the scale, as appropriate to the successful

candidate, if appointed from an existing public sector role (in accordance with Circular 08/2019).

- Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

Annual Leave: The successful candidate will be entitled to 23 days of annual leave pro rata

Superannuation: The successful candidate will be placed on the public sector pension scheme.

Benefits: The Gallery provides staff the opportunity to participate in the tax saver and cycle to work schemes.

Duration: Permanent

Working hours: Full time, 5 days a week – 35 hours per week (net of breaks). Please note, flexibility is required and the successful candidate will be required to work occasional early mornings, late evenings and weekends.

Any personal data that you provide when applying for this position shall be processed in accordance with our [Privacy Notice](#).

How to apply:

To apply for this role, please submit your application online and upload the following documents in PDF format:

- CV (should be no more than three pages) detailing your relevant achievements and experience to date.
- Cover letter (should be no more than two pages) outlining why you wish to be considered and how your skills and experience meet the requirements of the role.

Only fully completed applications submitted before the closing date will be accepted.

All enquiries relating to the role can be sent through the messaging function within the Rezoomo application system, or alternatively to the HR Team at hrhelpdesk@ngi.ie. Canvassing will disqualify.

Panel:

Candidates should note that at the end of the candidate assessment process a panel of successful candidates may be formed based on order of merit, from which future positions may be filled.

Closing date for receipt of applications: 28 September 2026.

At the National Gallery of Ireland, we value equity, diversity and inclusion. We recognise the benefits it can bring to our staff and our visitors interactions. We



celebrate difference and want our people to be representative of all communities. If you require reasonable accommodation for any part of the application process, please do not hesitate to let us know.

The National Gallery of Ireland is an equal opportunities employer