

Shop Assistant

1x fixed-term contract of 12 months (full-time)

1 x fixed term 6 months (part-time)

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 19,000 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. The Gallery has received numerous recent awards and accreditations. These include accreditation under NSAI SWiFT 3000, which provides an independent evaluation of our compliance with the Code of Practice for the Governance of State Bodies and the RIAI's Silver Medal for Conservation and Restoration.

The Gallery Shop wishes to recruit two **Shop Assistants** on a fixed-term contract. The purpose of these roles is to assist in all aspects of the operation of the Gallery Shop and provide a quality service to the customers. **Reporting to the Retail Manager, the Shop Assistant will:**

- Provide outstanding and consistent customer care
- Process cash and card transactions through the shop's EPOS system
- Carry out housekeeping to a high standard
- Replenish stock on the shop floor in accordance with the shop's visual merchandising standard

- Assist with online orders, stockroom duties and general maintenance of the goods-in section
- Carry out other duties appropriate to the post as assigned

The successful candidate will have:

- Previous retail experience
- An enthusiastic and positive attitude to work
- A proven ability to work as part of a team and also be confident in working alone and taking initiative when appropriate
- Excellent attention to detail with a high level of accuracy
- A professional, polite, adaptable, and friendly manner when dealing with staff and visitors
- An interest in working in an arts and cultural heritage institution and a willingness to create a positive visitor experience in the shop and the Gallery

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:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a valid visa/employment permit.

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

Job Details and Application Information

Salary: €15.40 per hour

Working hours: 36.25 hours per week (full-time) and 20 hours per week (part-time)

Duration: Fixed-term contract of 12 months (full-time) and 6 months (part-time)

As two positions are available, the first successful candidate will be offered the opportunity to choose either full-time or part-time hours. The remaining option will then be offered to the next successful candidate.

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 2 pages) detailing your relevant achievements and experience to date.
- Cover letter (should be no more than 2 pages) outlining why you wish to be considered and how your skills and experience meet the requirements of the role and your preference to be considered for the 12 month fixed term full-time role, the 6 month fixed term part-time role or both

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 Rezomo 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.

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

Closing date for receipt of applications: 21st September 2026.

Interviews will be scheduled in early October 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