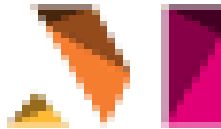


Museum of Medieval Kilkenny (MOMK) Designated Activity Company



Recruitment Guidance Booklet - Applicants

Competition Name: CURATOR
MUSEUM OF MEDIEVAL KILKENNY

Competition Type: Open

Competition Closing Date: 31st January 2025

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2.0 MUSEUM OF MEDIEVAL KILKENNY

The Museum of Medieval Kilkenny is a planned new visitor attraction telling the story of Ireland's medieval capital through an immersive experience of the people, characters, and stories of the time. It will be located on High Street Kilkenny. The project will incorporate the 400-year-old Tholsel (Town Hall) and the existing Medieval Mile Museum (in the 800-year-old St Mary's Church) under a new unifying brand, creating a new attraction of scale, in a prominent location in the heart of Kilkenny City.

The Tholsel has been the centre of local administration for Kilkenny dating back to the 1200's with many connected stories as to how the City was ruled in medieval and now modern times. The renovation will restore the Tholsel and protect this important building for years to come. The new attraction will be carefully differentiated from existing Kilkenny heritage attractions to broaden the offer of Kilkenny overall as a destination, using fun, humour and 'horrible history' style stories to appeal in particular to family groups.

3.0 THE ROLE

Reporting to the Chief Operations Manager to facilitate the operation and the delivery of the customer experience, guided tours, events, exhibitions, collections care, residencies, educational and public programmes at the MOMK in achieving business objectives. The Duties & responsibilities of the role will include:

- 3.1 To establish a best practice curatorial approach to artefact care, documentation, conservation, research, and presentation of the museum.
- 3.2 To continually improve the visitor experience
- 3.3 To help raise the museum profile among domestic and international audiences.
- 3.4 To propose and reach agreement on a programme of events, exhibitions, displays and activities at the museum.
- 3.5 To develop educational policies and programmes for the museum.
- 3.6 To liaise closely with the National Museum of Ireland and other key stakeholders
- 3.7 To work closely with schools to grow awareness of the value of heritage.
- 3.8 To monitor the upkeep of artefacts and tabulate and collate records relating to same.
- 3.9 To liaise with external organisations to access funding for the development of the customer experiences.
- 3.10 To assist the Chief Operations Manager in the day-to-day management of Museum Staff.

- 3.11 To liaise closely with the Chief Operations Manager in implementing the strategic plan.

4.0 EDUCATION and EXPERIANCE

Essential Requirements

- 4.1 Degree in Archaeology, History or Museum Studies or equivalent.
- 4.2 Minimum of 3 years professional experience in curating and working in a Museum/visitor attraction facility.
- 4.3 Experience of the care and management of museum collections and the monitoring of the condition of artifacts including the effective operation of environmental controls.

5.0 DESIRABLES

The ideal candidate shall:

- 5.1 Be customer focused with excellent commercial business acumen.
- 5.2 Be a team player with excellent communication & problem-solving skills.

PARTICULARS OF OFFICE

6.0 TYPE OF POST

This position is a full-time permanent post with standard hours 39-hours per week. Flexible working arrangement will be required including Saturday and Sundays.

6.1 SALARY

The salary shall be fully inclusive and shall be as determined from time to time.

The current salary scale for the position is €35,000 minimum to €40,000 based on experience.

6.2 PROBATION

The following provisions shall apply:

6.2.1 There shall be a period after such appointments take effect during which such persons shall hold such office on probation;

6.2.2 Such period shall be one year but can be extended

6.2.3 Such persons shall cease to hold such employment at end of the period of probation unless certified that the service of such persons is satisfactory.

6.3 PRE-EMPLOYMENT MEDICAL QUESTIONNAIRE/ EXAMINATION

For the purposes of satisfying the requirement as to health, it will be necessary for the successful applicant, before he/she is appointed, to complete a pre-employment questionnaire which will be examined by a qualified medical practitioner. In some circumstances an in-person medical examination may have to be arranged. In the event the applicant does not take up the post following the pre-employment medical, he/she will reimburse the cost of the medical questionnaire/ examination to the employer.

6.4 HOURS OF WORK

The normal hours of work are 39- hour week Monday to Friday 9am – 6.00pm which equates to an 8-hour day. Due to the nature of the post employees will be required to work weekends.

6.5 ANNUAL LEAVE

Annual leave entitlement for this position is 21 days per annum.

6.6 TRAVEL

When required to do so holders of the office shall hold a full driving licence for class B vehicles free from endorsement and disqualification.

6.7 OFFER LETTERS

Prior to accepting an offer of employment, candidates need to ensure they have a valid work permit for employment in Ireland.

6.8 REFERENCES / EVIDENCES

Each applicant is required to submit as references the names, addresses and email addresses of two responsible persons to whom he/she is well known but not related and of which at least one must be a previous employer.

7.0 GENERAL

The Museum of Medieval Kilkenny (MOMK) Designated Activity Company is an Equal Opportunities Employer.

The applicant is responsible for any expenses that may incur in attending for interview.

7.1 APPLICANTS' OBLIGATIONS:

Applicants in the recruitment process must not:

1. Knowingly or recklessly provide false information
2. Canvass any person with or without inducements
3. Interfere with or compromise the process in any way
4. Disrespect or ill-treat Board members
5. A third party must not personate an applicant at any stage of the process

7.2 CONTRAVENTION CODE OF PRACTICE

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. If a person found guilty of an offence was, or is an applicant at a recruitment process:

- They will be disqualified and excluded from the process
- Has been appointed to a post following the recruitment process, they will be removed from that post.

8.0 Application Details:

Application shall be a current CV (maximum four A4 pages) along with a personal statement (maximum two A4 pages) detailing your suitability for the post and emailed to momk@kilkennycoco.ie