

## Events Assistant – Museum of Literature Ireland

**Start Date:** Immediate

**Salary:** €28,800

**Term:** Initial 1 year fixed term, subject to 3 month probationary period and renewal

**Working Hours:** 37.5hrs p/w

**Employer and Location:** Newman House Literary Centre CLG, UCD Naughton Joyce Centre, 86 St Stephens Green, Dublin 2, Ireland

**Reports to:** Events Manager

**Expressions of Interest with CV to:** [simon@moli.ie](mailto:simon@moli.ie)

**Application deadline:** 1 November 2024

### About the Museum of Literature Ireland

A partnership between UCD and the National Library of Ireland, the Museum of Literature Ireland (MoLI) is a landmark cultural institution in the heart of Ireland's capital city. Picturesquely located on the south side of St Stephen's Green, the museum draws inspiration from the work of Ireland's most famous writer James Joyce, as well as celebrating our internationally-renowned literary culture and heritage, inspiring the next generation to create, read and write.

Immersive multimedia and interactive exhibitions on James Joyce and other influential Irish writers, lecture and performance spaces, temporary exhibitions, house and garden tours, a bookshop and garden-level café are set in the spectacular architectural heritage of UCD's Newman House and its beautiful green surroundings. These public facilities are seamlessly integrated into a stunning suite of refurbished seminar and reception rooms available for weddings, small group conferences, meetings and other private gatherings, making the museum a truly unique and highly attractive proposition for international visitors and locals alike.

### About the Role

We are seeking an enthusiastic and capable Events Assistant to support the work of the Events team in the planning and delivery of events, including weddings, corporate and University events, private dining and celebrations, and programmed public events. This is an administrative and operational role that will require flexibility and adaptability. The Events Assistant will also provide cover for the Events Managers for annual leave and other absence. The role holder will work with staff across the museum, alongside the Events Manager, external suppliers and clients to deliver events of the highest standard.

The successful candidate will have excellent interpersonal, communication and organisational skills, with a positive, service-oriented, can-do attitude. They will be able to work both independently and in a team, with a proactive approach to troubleshooting and problem solving. Attention to detail, a high level of accuracy and effective time management are essential.

Working hours will be variable and will include evenings and weekends, with time-off-in-lieu applying. A degree of flexibility around the working schedule will be essential to support the Events business.

### **Job Description**

- Assist the Events Team with all aspects of the events business including receiving enquiries, hosting site visits and delivering events across the museum.
- Creating bespoke quotations for all types of event enquiries
- Amend and develop the contact database of clients, partners and suppliers  
Create detailed function sheets and floor plans for all types of event.
- Update and share the Historic House cleaning schedule and catering schedule with our suppliers each week.
- Monitor the Google events calendar on a daily basis.
- Work closely with the museum team on operational activities relating to building maintenance, cleaning, and any other activities as required by the events schedule.
- Support the Events team with administrative tasks (eg: data reporting, invoices, contracting)
- Create, send and follow up with invoicing and payments.
- Compile weekly reports on events data including visitor numbers and revenue
- Have oversight of event logistics and monitor equipment requirements / storage
- Be attentive to event guests' health & safety, security requirements and team work  
Meet and greet clients, partners, suppliers and event visitors for site visits, private and public events
- Handle events AV equipment (screen, projectors, PA system)
- Communicate with the Visitor Experience Managers and Visitor Experience Assistants about upcoming events. Coordinate briefing and debriefing sessions.
- Maintain a strong relationship with onsite caterers and the staff of the Commons Restaurant to ensure event catering requirements are delivered to high standards.
- Assist and support the Digital and Learning teams with onsite programmed events
- Support colleagues across the museum by providing cover for staffing shortages and absences.
- Monitor Visitor Experience Assistants during events; give detailed briefings on event tasks and expectations required.
- Function as one of the primary keyholders with responsibilities for opening and closing the building for the run of events
- Assist the Events Managers with staff training when required

### **Knowledge and Experience - Profile required**

#### **Essential**

- Excellent verbal and written communication skills
- Strong interest in communication and events
- Experience in working at events
- Proficiency with the Google Suite (especially, Google Sheets)
- Strong organisational skills, precision, and an ability to multitask

- Ability to work under pressure, to high standards and tight deadlines.
- Strong attention to detail
- A great sense of observation, anticipation and problem solving
- A self-starting collaborative mindset, working both in a team and on your own initiative.

### **Desirable**

- Being at ease handling phone conversations with clients and suppliers  
Previous experience of administrative work
- Some experience in handling audio/visual equipment at events
- Some experience of design software/Canva to create floor plans, seating plans and signage
- Experience working with a CRM system (the Events Team works with Hubspot)
- Good conflict management skills in verbal and written communication
- Experience in a keyholding/facilities role