

Events Assistant – Museum of Literature Ireland

Start Date: Immediately

Salary: €32,136 per annum

Term: Permanent Contract

Working Hours: 37.5 hours per week, minimum.

Employer & Location: Newman House Literary Centre CLG, UCD Naughton Joyce Centre, 86 St Stephen's Green, Dublin 2, Ireland

Reports To: Events Manager

Expression of Interest: careers@moli.ie with appropriate CV

Deadline: Mon 14th September 2026

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

MoLI is seeking an enthusiastic and capable **Events Assistant** to support the planning, delivery, and administration of the museum's dynamic events programme. This is a hands-on administrative and operational role that requires flexibility, attention to detail, and adaptability. The role holder will work with staff across the museum, alongside the Events Manager, Visitor Experience team, and external partners, to ensure the seamless execution of events and deliver an exceptional experience for all attendees.

The successful candidate will have excellent interpersonal, communication, and organisational skills. They will possess a positive, proactive, and service-orientated attitude, with the ability to work independently and as part of a team under fast-paced event conditions.

Job Description

- Assist the Events team with the planning, coordination, and execution of on-site events, including book launches, performances, conferences and weddings.
- Provide administrative support to the events department, including updating event schedules, tracking guest lists, managing inbox inquiries, and processing event invoices.

- Serve as a welcoming, front-facing point of contact during events, directing guests, assisting with registration, and resolving attendee queries.
- Support event setup and teardown, ensuring venue spaces, seating arrangements, and audio/visual elements are prepared according to event run-sheets.
- Monitor event spaces, gardens, and facilities during functions to ensure health, safety, and venue procedures are strictly maintained.
- Coordinate audio/visual equipment setup, microphone checks, and basic troubleshooting during live events.
- Work closely with the Visitor Experience, Operations, and Commons Café teams to coordinate event logistics and ensure smooth day-to-day museum operations.
- Assist with the coordination of events staff, providing briefings and operational support during shifts.
- Provide floor support and keyholding assistance for late-night openings, evening functions, and special programming like First Fridays.
- This role will be active during the run of *The Dead*, and additional flexibility is required from all keyholders during this period.
- Due to staffing resources, the ability to work across all seven days of the week is essential for this role.

Knowledge and Experience - Profile Required

Essential

- A highly organised individual with excellent verbal and written communication skills.
- Self-motivated, with the ability to work in a fast-paced environment and under pressure during live events.
- Proficiency with Google Suite and general administrative software.
- Strong troubleshooting abilities, attention to detail, and calm problem-solving skills under pressure.
- A collaborative mindset, with the ability to work well in a team and independently.
- Full flexibility to work evenings, weekends, and late shifts aligned with the event schedule, including First Fridays cover.
- Strong interpersonal skills and a commitment to high standards of customer service.

Desirable

- Previous experience supporting live events, functions, or hospitality in a cultural or heritage setting.
- Basic working knowledge or handling of audio/visual equipment (mics, projectors, sound systems).
- Previous experience in administrative or venue support roles.
- Experience working in a historic building or public-facing arts institution.
- Good conflict management skills in verbal and written communication.
- Experience in a keyholding/facilities role.