

Programme Shift Manager - The Dead – Museum of Literature Ireland

Start Date: Ideally 31 October 2025

Salary: €30,800 per annum (pro rata)

Term: The position is a seasonal fixed contract (31 October 2025 to 2 February 2026)

Working Hours: Minimum 30.5 hours per week

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

Reports To: CEO/Director

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 Dead - An immersive theatre experience

Two of Ireland's leading theatre companies - ANU and Landmark - come together, in association with MoLI, the Museum of Literature Ireland, to present a thrilling immersive theatre experience of The Dead, in the rich historical interior and unseen rooms of UCD Newman House, 85 St Stephen's Green from 21 November 2025 - 1 February 2026.

Following a sold-out 8-week run, 5-star reviews and overwhelming demand for tickets, The Dead by James Joyce, adapted and directed by Louise Lowe returns later this year.

James Joyce's The Dead is one of the greatest short stories ever written. Thousands of people from Ireland and overseas joined us last year for the inaugural production at UCD Newman House for what critics described as a 'sublime piece of immersive theatre' ★★★★★ The Stage, 'a perfect adaptation' ★★★★★ The Arts Desk and 'joyous ... infectious festive' ★★★★★ Financial Times.

About the Role

MoLI is seeking an enthusiastic and capable **Programme Shift Manager** for the duration of the 2025/2026 run of theatre production *The Dead* to help assist in the day-to-day operations of the museum and visitor experience for show attendees. This is an administrative and operational role that will require flexibility and adaptability. The role holder will work with staff across the museum, alongside the Visitor Experience Managers, to provide the highest standards of experience for visitors to MoLI and to the attendees to performances of *The Dead*.

The successful candidate will have excellent interpersonal, communication and organisational skills. They will have a positive, proactive and service-orientated attitude. They will be able to work independently and as part of a team, with excellent troubleshooting, problem solving and time management skills.

Job Description

- Support the museum in all aspects of the visitor experience for *The Dead*, including administrative tasks, cash handling, responding to visitor queries, and monitoring facilities across the building.
- Function as one of the primary keyholders with responsibility for opening/closing the building for *The Dead* performance hours.
- Be a front-facing member of the team, engaging with visitors and enhancing the visitor journey for performances of *The Dead*.
- Provide support on the floor, through ticketing and retail cover, roaming support, and any other tasks required on the day.
- Monitor Visitor Experience Assistants during their shifts; give detailed briefings, outlining the programme events and expectations.
- Monitor and respond to issues within the performance spaces, assisting with guest comfort issues in the interactive sets throughout the building.
- Monitor and respond to facilities and health & safety issues around the building and gardens. This includes monitoring the building, gardens and the historic house, completing reports, following protocol and procedures, testing the fire alarm, and any other related tasks and requirements.
- Work closely with all departments and the commons café on operational activities relating to the building and gardens, staff and volunteers, and events happening within the museum. The Programme Shift Manager will work closely with everyone in the museum to ensure the smooth running of performance operations, and it is important to maintain strong relationships with all departments.
- This role will be active during the run of *The Dead*, and additional flexibility is required from all keyholders during this period.
- This role will involve evening and weekend work

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, with strong ability to multitask.
- Previous experience in the arts & culture sector
- Proficiency with Google Suite.
- A great sense of observation, troubleshooting and anticipation.
- A collaborative mindset, working both in a team and independently.
- Fully flexible, as the role requires the person to work additional hours to cover evening performances
- Previous experience in a management or team leadership role.
- Strong interpersonal skills.

Desirable

- Previous management and/or team leadership experience.
- Previous experience of administrative work.
- Previous experience working in a historic building.
- Previous experience in handling audio/visual equipment.
- Previous experience of ticketing systems.
- Good conflict management skills in verbal and written communication. Experience in a keyholding/facilities role.

How to Apply

- To apply for this position please send a CV detailing your experience and a cover letter to careers@moli.ie. Your application will be treated with the strictest of confidence.
- Closing Date for applications is Monday, 13 October 2025 at 5pm.
- Interviews will be held on Wednesday, 15 October in the afternoon.
- The position will ideally commence week of 28 October 2025 and conclude on 2 February 2025.