

Royal Society of Antiquaries of Ireland invites applicants for the post of Executive Officer

The Royal Society of Antiquaries of Ireland, one of the oldest established antiquarian societies in Europe, whose role lies within the Heritage Sector, is seeking an Executive Officer.

The Executive Officer will be responsible for the day-to-day management of the Society and the administration of the Society's property and collections, in addition to being closely involved in the on-going programme of lectures and events, and in dealing with the membership. He/she is expected to work closely with the elected Council and Officers. He/she will also play a pivotal role in the development of the Society's activities and contribute towards its continued success into the future. The Executive Officer will be the first point of contact between the membership, the public and the Society.

The Executive Officer is expected to be a highly motivated self-starter. He/ she will have excellent interpersonal skills and an ability to organise, and willingness to participate in, all of the Society's activities. Experience in office administration, financial management and up-to-date IT skills including web-based applications are essential. The candidate is expected to have a third-level qualification, preferably in a heritage-related discipline, and a positive track record in grant applications and fund raising. Experience in facilities and event management would also be an advantage.

The Executive Officer will answer to the Council of the Society. The post is full-time fixed term for one year, commencing from 3 October 2016. The salary is €32,000, with the opportunity for commission-based bonuses commensurate with income generated from fund-raising.

Application letters accompanied by a CV should be sent, in hard copy, to President,

Royal Society of Antiquaries of Ireland,
63 Merrion Square,
Dublin 2

by 12th August, 2016. Interviews will be held on 23rd August, 2016.

Enquiries relating to the post to be sent to rsai@rsai.ie by e-mail only.

Canvassing will disqualify.

The Royal Society of Antiquaries of Ireland is a charitable, members' based organisation ruled by a Charter (1912). The Mission Statement as defined in the Charter charges the Society with preservation of the memorials of the past, embracing the disciplines of history, archaeology, literature and folklore. The mission of the Society continues to be the same but its focus has evolved in line with our rapidly changing modern society.