



Comhairle Cathrach Chorcaí
Cork City Council

Museum Attendant

JOB SPECIFICATION

Please download and read in conjunction with the
Candidate Information Booklet

Closing date: 4pm, Friday 27th September 2024

BACKGROUND

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City. There are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of nearly €292 million for 2024 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and placemaking and the delivery of housing and infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

Cork City Council is establishing a panel for the position of **Museum Attendant** from which permanent and temporary vacancies may be filled.

THE ROLE

Located in Fitzgerald's Park, [Cork Public Museum](#) houses a diverse collection of exhibits and local artefacts, which recounts the political, military, economic, social and municipal history of Cork City.

The Museum Attendant plays an important role in ensuring the smooth operation and maintenance of the museum's facilities and exhibitions. Key responsibilities include opening and closing the museum buildings, invigilating exhibitions, and engaging with the public as a friendly and professional point of first contact.

The Attendant assists with the preparation and organisation of exhibitions and events, including gallery setup and hanging information panels. Additionally, the role involves cleaning and maintaining the museum's buildings, exhibition spaces, and public toilets, as well as performing light maintenance tasks. The Museum Attendant may also travel to various locations to collect or deliver materials for the museum.



DUTIES

The Museum Attendant's duties shall include but are not limited to the following;

Invigilating:

- the opening/closing of the museum buildings;
- Security/monitoring of premises during opening hours/Exhibitions/Events;
- Engaging with any contractors/visitors onsite to ensure the safety of the museum, its collections, visitors and contractors

Public Assistance:

- Engaging with the public as a point of 'first contact' in a friendly and professional manner;
- Dealing with any public inquiries/suggestions/complaints at the front desk and directing them to the appropriate curatorial staff member.

Cleaning/Maintenance:

- The cleaning/dusting/washing of floors, cases and walls of both buildings of Cork Public Museum including exhibition and storage spaces;
- The cleaning and maintenance of the museum's public toilets;
- Light maintenance duties such as changing light bulbs, changing door locks, fixing small issues which may include some painting and other light duties; Any larger jobs will be referred to the Works Department or appropriate contractor;
- In general ensuring the Museum buildings and exhibition spaces are kept clean and visitor-friendly, while ensuring that all museum staff are able to carry out their duties in a safe and well-functioning environment.

Event/Exhibition Preparation:

- Helping the curatorial staff prepare and organise exhibitions/events;
- Gallery preparation; including but not only moving cases, plinths and chairs etc. within H&S guidelines;
- Helping to hang information panels/images or other material needed in the exhibition;
- And in general any other tasks required to ensure that all exhibitions/events run by Cork Public Museum are to the highest professional standard.
- Helping in the breakdown and clean-up of public spaces following any exhibitions or events.

Off-Site Duties:

- The Museum Attendant may be asked to travel to certain locations within and outside the city to collect/deliver material to or for the museum. The most frequent aspect of this would be the collection of documents from City Hall or the delivery of payments etc.

Health and Safety:

- Conducting regular safety checks and reporting any hazards or issues to the relevant department.
- Ensuring that fire exits and emergency pathways are clear at all times.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.

QUALIFICATIONS

1. Character

Candidates shall be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Essential Requirements

Each candidate must, on the latest date for receipt of completed application forms:

- Have a good standard of education such as will enable the applicant to satisfactorily perform the duties of the position.

4. Desirable

The ideal candidate will:

- Be able to demonstrate a strong ability in the following competency areas:
(Please see *Competency Framework below, page 6*)
 - Purpose and Change – Maintaining a Positive Image of the Council
 - Delivering Results – Identifying problems and Contributing to Solutions
 - Personal Effectiveness – Personal Motivation and Initiative

5. Citizenship

Candidates must, by the date of any job offer, be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland, pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK, or Swiss citizen and has a Stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

PRINCIPAL CONDITIONS OF SERVICE

Remuneration

Remuneration for the position of Museum Attendant is:

€794.08 - €802.26 - €810.57 - €818.86 - €827.19 - €835.35 - €843.69 (Max)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

Hours of Duty

The standard working week will be 39 hours per week. It is important that applicants fully understand that due to the nature of the role, it will be a requirement that the post holder be flexible about evening and weekend work which will be critical to the post for which overtime will not be paid but time-off-in-lieu will be available.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time. All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

COMPETENCY FRAMEWORK

Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date under each of the following specific areas:-

<u>Purpose and Change – Maintaining a Positive Image of the Council</u>
<p>Represents the Council positively when dealing with the members of the public. Creates a positive image of the Council as an individual, within the team and through interaction with the public.</p>

<u>Delivering Results – Identifying problems and Contributing to Solutions</u>
<ul style="list-style-type: none"> ● Creates a positive impression of the Council in all interactions with the public. ● Shows pride and belief in the contribution of the Council. ● Acts quickly to address any issues that affect the poor image of the Council.
Employees, through their supervisor, must be alert to any opportunities that arise to do their job in either a better or a more efficient manner.
<ul style="list-style-type: none"> ● Identifies problems or issues at an early point and alerts his or her supervisor. ● Knows the limits of his or her decision making authority and knows when to refer issues to higher authority for consultation or decision. ● Shows good judgement and balanced decision-making when dealing with risk. ● Participates in regular discussions with other team members to come up with solutions to operational problems.
<u>Personal Effectiveness – Personal Motivation and Initiative</u>
Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.
<ul style="list-style-type: none"> ● Adopts a positive and constructive approach to work. ● Responds positively to the challenges of the job. ● Is open to take on new challenges or responsibilities. ● Is proactive in addressing issues and problems.

Please download a copy of this document for your own records and read in conjunction with the Candidate Information Booklet for the post

Cork City Council is an Equal Opportunities Employer