



Office Administrator – GAA Museum

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with membership approaching one million people and in excess of 500,000 playing participants at all levels. Inspired by its amateur status and supported by the voluntary efforts of all its members, the GAA devotes its entire resources to the development of Gaelic Games and Culture nationally and in local communities.

Home of the GAA, Croke Park Stadium is Ireland's foremost sporting and entertainment venue. Over 1,500,000 visitors are welcomed annually to national and international events and the Croke Park campus also features Croke Park Meetings & Events and GAA Museum & Tours.

An opportunity now arises for a full-time Office Administrator to join the GAA Museum team. The role holder will provide practical operations and administrative support to the team, specifically for events, the busy group booking period and the front of house function.

Responsibilities:

- Coordinating the operation of the annual GAA museum events programme;
- Providing support to the GAA museum Front of House team to ensure the effective running of museum operations;
- Assisting with group bookings and sales enquiries, particularly during peak months
- Attending trade shows and sales events on behalf of the GAA Museum;
- Promoting the work of the GAA Museum;
- Other duties which may be required to support the effective running of the business;
- Managing the administration for the GAA museum.

The job holder will also undertake any other such projects or responsibilities as may reasonably be delegated by the Museum Director for the successful operation of the GAA Museum.

Essential Criteria:

- Relevant third level qualification (Level 7 NFQ or above);
- Minimum one-year experience working in a busy office environment;
- Strong organisational skills and demonstrable ability to effectively manage multiple projects and priorities;
- Strong interpersonal skills with a demonstrably strong ability to work effectively as part of a team;
- Ability to act independently on own initiative; Strong problem solving and analytical skills;
- Ability to work in high pressure situations;
- Exceptional attention to detail and efficient at keeping records;
- Excellent administrative and IT skills (Microsoft Office) with a strong working knowledge of IT related packages and systems;
- Strong customer service skills and proven ability to build and maintain good business relationships;

- Excellent communication (verbal and written) and presentation skills.

Desirable Criteria:

- Preference will be given to applicants with a qualification in Business Studies or Event Management (Level 7 NFQ or above);
- Strong interest in Gaelic Games and in-depth knowledge of the GAA and Croke Park;
- Experience in a customer facing environment.

Candidates interested in the above role can apply with an up to date cover letter and Curriculum Vitae to <https://jobs.ie/ApplyForJob.aspx?Id=1718778> on or before 3pm on Friday, 06th July 2018.

The GAA is an equal opportunities employer.