

Knights and Conquests: Manager (<https://www.activelink.ie/node/116379>)

Knight's and Conquests is looking for a Manager

Position Hours: 9 a.m. to 5 .30 p.m., Monday through Friday, with some evening and weekend work.

PRIMARY RESPONSIBILITIES:

- Provide oversight of the daily operations of the Knights and Conquests Centre .
- Execute and Manage Museum/ Centre Events; collaborate with community employees, and external contractors as required.
- Become proficient in Granard's history and Longford County's history.
- Assist in planning and curating museum exhibits on a permanent and/or rotating basis.
- Manage the operational annual budget, seek sponsorship and support fundraising initiatives.
- Record and report all financial transactions (including donations) to the Chair of the Board.
- Liaise with all stakeholders and Funding bodies and ensure compliance and successful draw down of grant
- Organize and manage maintenance of centre, museum artifacts, and archival collection items on exhibit in the Knights and Conquests Centre .
- Draft , Direct and implement Sales and Marketing Plan to grow footfall and attendance numbers to the Centre.
- Produce regular newsletter. Manage museum email. Maintain standard office procedures and equipment.
- Supervise Tourism / Visitor assistant(s), interns, and volunteers in the daily operations of Knights and Conquests Centre and festival / events.
- Work with Board and Stakeholder groups in devising a sustainable corporate plan for the centre and site .
- Attend professional development workshops and classes (as needed).

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to maintain positive working relationships with a diverse group of people. Ability to work under deadlines and both work with a high degree of autonomy and participate effectively on a team. Must have strong communication skills and communicate information and ideas so others will understand and exchange accurate information in these situations. Excellent time management, organizational, and prioritization skills, with strong attention to detail and follow-through.

QUALIFICATIONS

Bachelor's degree from an accredited 4-year college/university, with a preference for candidates with museum experience and/or public history backgrounds; or an equivalent of education & experience.

Skills

- Must be proficient with Zoom, Google Docs, Microsoft Office, Adobe PDF software and documents.
- Ability to work during standard office hours and/or evenings and weekends as needed.
- Must be highly organized and have outstanding communication skills including written, oral and interpersonal.
- Passion for working with people, history, culture, and community engagement.

Job Type: Full-time

Pay: From €34,000.00 per year

Work Location: In person

Please click here to apply. (<https://ie.indeed.com/jobs?q=Knight%27s+Conquests&l=Dublin%2C+County+Dublin&radius=100&from=sug&vjk=edd13ac18d76e3b2>)

Closing date: 14th of July.

Region

Co Longford

Date Entered/Updated

23rd Jun, 2025

Expiry Date

14th Jul, 2025