



DROGHEDA CULTURAL SERVICES LIMITED



#CES-2414534



Governors' House, Drogheda, Drogheda,  
Louth, A92 VFH3



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/10/2025



12/11/2025

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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## Library Assistant

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

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### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

To catalogue the historical books, publications, documents and photographs in the existing collection as well as new additions to the collection for ease of access to readers and researchers. To control the storage of all materials and to ensure their correct placement in their designated locations when not in use. To digitize printed material to designated standards in the digital archive. To assist visitors who are researching material or information. To research a particular topic or theme by finding the relevant information, photocopying it and compiling a file for a researcher or preparing an article for publication. To assist with the ongoing development and implementation of a Schools Education Project. To assist, if required, with the Oral History Archive. This position is based in the Governors' House, Millmount, Drogheda

- **Sector:** administrative and support service activities