



EPIC IRELAND EXHIBITIONS LIMITED



#JOB-2432962



Multiple Locations



No of positions : 2



Paid Position



39 hours per week



36605.00 Euro Annually



06/02/2026



06/03/2026

## How to apply

### Application Method :

Not available



Open your camera app & point here to view this ad online



## Project Coordinator

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Multiple Locations :

- Irish Family History Centre, EPIC, The Chq Building, North Wall Quay, Dublin 1, D01 R9Y0
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EPIC Ireland Exhibitions Limited are currently looking for a full-time Project Coordinator to join the Genealogy Team. The ideal person for the job will be a flexible, proactive problem solver with good communication skills and meticulous attention to detail. You will have previous experience working in a busy fast-moving environment, working independently on a variety of projects while providing support to the wider team.

The successful candidate will have a minimum of 2 years' experience in a similar environment. The role is full-time (39 hours per week – rostered hours), site-based Monday to Sunday with flexibility required. The Candidate will report to the Head of the Department.

#### Duties and Responsibilities:

Coordination of genealogy projects

Coordination and analysis of project components for Genealogy Team, organisation of projects into logical sequence and establishment of the minimum time required to deliver project

Complete operational tasks, including (but not limited to) financial tasks and suppliers' bookings

Lead the purchasing and procurement of services, receive payment from clients, process contracts and deal with contractual requirements of Genealogy Team

Lead the coordination of genealogy projects

#### Key Skills and Experience:

A strong knowledge and understanding of project coordination and delivery in a busy and demanding environment

- Attention to detail and deadline oriented

Willing to use initiative and ability to work alone as well as part of a team.

Job Type: Full-time, permanent (39 hours per week)

Salary: €36,605 per year

Location of employment: Irish Family History Centre, EPIC The Irish Emigration Museum, CHQ

Building, Dublin 1

Education required: Master's degree

Experience required: similar role: 2 years

- **Sector:** arts, entertainment and recreation

### **Career Level**

- Experienced [Non-Managerial]