



ENECLANN LIMITED



#JOB-2451449



ENECLANN LIMITED, 5 Whitefriars, Aungier

Street, Dublin 2, D02 TK24



No of positions : 1



Paid Position



38 hours per week



36700.00 Euro Annually



03/06/2026



01/07/2026

### How to apply

#### Application Method :

Not available



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## Heritage Project Management/Digitisation/Archival Assistant

### 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

The ideal candidate for this role will have a love of history and a passion for increasing accessibility to historical collections. The role will involve a multi disciplinary approach to this, through project management, digitisation and archival work. The candidate must have a minimum of a Masters in History/Public History. 3 years post grad experience in a relevant field. Extensive knowledge and experience of digitisation work is required, including photography and digitisation standards, post process and quality control. The candidate must also have archival experience having worked in an archive for a minimum of 12 months. The applicant should have knowledge of cataloguing to international standards, particularly ISAD(G) and MARC. A familiarity of working with fragile documents, photographs and objects is essential, as well as preservation standards and collection arrangement. A working knowledge of Irish and Latin is desirable.

- **Sector:** other service activities

### Career Level

- Experienced [Non-Managerial]