Role Title:	Library Assistant
Reporting to:	Senior Librarian
Role type:	Full-time, 35 net hours per week (Some evening work is required.)
Annual leave:	29 Days annual leave per annum (The RIAM Library closes for a 5 week period in summer (mid-July to August); during this time, annual leave must be taken.
Salary:	Appointment will be made at point 1 of Clerical Officer Grade III (New entrant post-2011) €31,935
Pension:	Employer pension scheme with minimum employee pension contribution set at 5% of gross salary and employer contribution at 10% of gross salary.
Contract:	Fixed-Term Contract, 7-8 months to cover career break
Location:	RIAM, 36 – 38 Westland Row, Dublin 2.
Start Date:	January 2027

Role

The Library of the Royal Irish Academy of Music supports the teaching, learning, performance and research needs of the RIAM community. The Library Assistant will support the Librarian in the delivery of a first-class library service. More detailed information about the RIAM Library's policies, collections, resources and services can be found on the RIAM website at: https://www.riam.ie/student-life/library

This is an in-person role, and the candidate will be based in the Library of the Royal Irish Academy of Music, 36-38 Westland Row, Dublin 2. Some evening work is required.

Main Responsibilities

Library Support & Customer Service

- Staffing library circulation desk
- Catalogue/internet searching and assisting library users to find materials
- Dealing with reference queries
- Sourcing materials for acquisition
- Basic cataloguing of library materials
- Trouble-shooting basic IT and equipment issues
- Shelving and tidying
- Other library-based duties as may be assigned from time to time

Training on use of the library system (SIRSIDynix Symphony) will be provided.

Standard Working Hours

Monday: 10.00-6.00 (1 hour lunch break)

Tuesday: 10.00-6.00 (1 hour lunch break)

Wednesday & Thursday: 11.00-7.00 (1 hour lunch break)

Friday: 10.00-6.00 (1 hour lunch break)

Total: 35 hours

Person Specification

The ideal candidate should have the following knowledge, skills and attributes:

Essential Experience and Skills

- Music knowledge including ability to read music
- Familiarity with library catalogue/database searching
- Excellent communication skills, both written and verbal
- Strong interpersonal skills including ability to work with children
- Strong organisational skills and excellent attention to detail
- Confidence with IT
- Ability to work alone and on own initiative

Desirable

- Social media marketing experience
- Experience working in a library
- A qualification in library studies
- Experience with learning management systems such as Moodle
- Research support
- Flexibility with regard to work hours
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APPLICATION

Please email a cover letter (500 words max) and CV outlining your experience and suitability for the role to **careers@riam.ie**.

PDF, single file only. Subject line must read "Library Assistant".

Closing date for receipt of your application is 27th November 2026 at 12pm. (Late applications will not be accepted).

We are an Equal Opportunities Employer and are committed to ensuring fairness, dignity, and respect throughout our recruitment process and employment practices.

Contact information

For further information please contact: Mariana Hamilton at **marianahamilton@riam.ie**