



The Goethe-Institut is the Federal Republic of Germany's cultural institute, active worldwide. We promote the study of German abroad and encourage international cultural exchange. After the refurbishment and restoration of the Goethe-Institut Irland's 1790 Georgian townhouse and the addition of a modern, contemporary mews building including a library, we are now looking for a service-orientated, friendly, flexible, and dedicated person to join our team as

Library Assistant (m/f/d)

Part-time position until 15 December 2026, starting 2 February 2026

10 h/week including hours on Saturdays. Seasonal variation in working hours according to organisational requirements

Job Description:

- Service and assistance for patrons in the library and via email or telephone
- Create and maintain patron records
- Organising media and managing circulation desk
- Assist with cataloguing of library materials
- Assist with presentation of physical and digital themed material
- Provide information about physical and digital library services for German language students and other potential users
- Assist in planning and setting up library events and programmes

Requirements:

- Previous experience as a library assistant or related role is an advantage
- Proficiency in using computers and relevant software
- Very good communication and interpersonal skills, ability to work well with the public
- Excellent organisational abilities and attention to detail
- Very good spoken and written English, German level B1 or higher

We offer:

- Part time position (up to 10 hours per week, may vary due to seasonal demand)
- Multifaceted tasks as part of a multicultural team, supportive and respectful working environment, training provided
- Salary: 14,15 EUR/hour

Please apply with CV and cover letter by e-Mail: library-dublin@goethe.de (Application Library Assistant' in subject line) until 22 January 2026

The Goethe-Institut embraces the diversity of all its employees. We welcome applications from all interested individuals, regardless of their cultural and social background, age, religion, gender, ideology, disability, or sexual identity.

We regret that due to current employment permit and visa regulations, we can only consider applications from EU citizens or those who already hold a valid residence and work permit for Ireland.