



**Irish Film Institute**

## **Job Description**

**Title: IFI Library & Special Collections Manager (LSCM)**

### **Overview**

The Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar.

The IFI has developed strategic objectives around three core activities:

- **EXHIBIT** Providing audiences throughout Ireland with access to the finest independent, Irish and international cinema
- **PRESERVE** Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- **EDUCATE** Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

**Purpose of job:** To manage the IFI Library & Special Collections in accordance with IFI policy and best practice.

**Reporting to:** Head of Archive.

**Contract** 2- year contract (6 months' probation)

### **Key relationships:**

- Other IFI Irish Film m Archive staff
- Other IFI Departments
- Arts Council
- Irish Film Board
- Broadcasting Authority of Ireland
- Colleges
- Filmmakers
- Archive Collections Rights holders & Depositors
- Researchers/ students
- Other relevant individuals and organisations

## **Job context**

The Irish Film Institute (IFI) is the national body charged with the promotion of film culture. Part of the IFI, the Irish Film Archive is custodian of the national moving image collection.

The Special collections in the Archive, comprising document and image material, provide primary research material on Irish moving image history. They include film posters, scripts, shot lists, stills, storyboards, correspondence, posters, brochures, publicity and production files; material is acquired regularly, primarily in a digital format, from the Irish Film Board, Broadcasting Authority of Ireland and the Arts Council with whom the IFI has archive partnerships.

A related collection is held by the Tiernan MacBride Library. This is a reference library holding published material on Irish and international cinema. It is the most comprehensive collection of film related publications in Ireland. It contains over 3000 books covering all aspects of national and international cinema including production, scriptwriting, acting, theory, genre and criticism. It includes collections of Irish and international film periodicals; books on film theory, production, exhibition and appreciation; and a large collection of media clippings on Irish film production, actors, directors, cinemas, associations and more. The library also acts as a reading room for the Special collections.

## **Purpose of Job**

The IFI wishes to appoint a Library & Special Collections Manager working within the IFI Irish Film Archive. The position of Library and Special Collections Manager (LSCM) is a key position within the Archive department; this busy area of the Archive requires a highly motivated candidate, who is committed and enthusiastic. They will have excellent time & project management skills, and be able to successfully juggle the demands of running a specialist library with the task of managing and providing access to the Archive's analogue and digital document & image collections.

## **Candidate Competencies**

The successful candidate must have a postgraduate qualification in Archiving or Librarianship or digital information management (or in a related area) and/or equivalent experience in cultural archives and/or libraries. A proven knowledge of Irish history, culture, and society, and of indigenous film production are desirable.

They will be an enthusiastic, flexible person, with outstanding interpersonal and communication skills, who will be able to work effectively on their own or as part of a dynamic team. They will also have excellent IT, metadata creation and cataloguing experience and be familiar with the management of analogue collections and of digital assets and the use of databases. They will have an interest and knowledge of film and film culture, particularly Irish film.

## **Requirements:**

- A recognised post-graduate qualification in Archival Studies; library studies or equivalent

- Knowledge of Irish film/ film industry
- Knowledge of Irish copyright/ rights management
- Experience of digital preservation & a good understanding of collections management;
- Familiarity with curation and collections management models such as OAI, Spectrum, Trac etc.
- Familiarity with descriptive standards such as (ISAD(G) and EAD, FRBR as well as general database vocabularies skills;
- Excellent IT skills, command line knowledge and familiarity with coding would be preferred but is not essential.
- A knowledge of moving image formats is desirable but not essential.
- Familiarity with metadata generation and annotation tools
- Ability to manage a complex workload, prioritize tasks, and meet deadlines;
- Excellent communication and inter-personal skills;
- Ability to work on own and as part of a team;
- A proven ability to work on collaborative projects and to deliver results on time.

### **Main areas of responsibility**

The Library and Special Collections Manager (LSCM) works closely with the Head of Archive to achieve agreed departmental goals, contributing to the creation and implementation of Archive strategy, policy and procedures. The LSCM has overall responsibility for the day to day management of the IFI library, which is open to the public, and for the ongoing preservation & cataloguing of the IFI's digital & analogue document & object (Special) collections, in line with IFI policy.

They are also responsible for managing the access to the Special collections, endeavouring to make the Library & Special collections available to a broad range of users in accordance with best practice, taking into consideration technical developments, preservation requirements, budgetary constraints and copyright needs.

The LSCM will be expected to build relationships within the Irish and International archiving and collections management sector and to keep abreast of advances within the profession to ensure international standards of best practice are applied in caring for the IFI's Special collections, and that new policies and procedures harmonise with existing collections management policies (the IFI uses Spectrum and OAI). They will ensure acquisitions of material, in particular those received from the Irish Film Board, Broadcasting Authority of Ireland and the Arts Council are accessioned, quality assured and preserved according to IFI policy and procedures within agreed timeframes. A high level of customer service and relationship management will be required in maintaining donor/ partner relationships.

As part of the collections team, the LSCM will work with relevant Archive staff to develop collections management processes and workflows as per the Archive's

Digital Preservation and Access Strategy which can be read here  
<http://www.ifi.ie/2015/06/digital-preservation-and-access-strategy/>

This work includes but is not restricted to:

- proactively contributing to the development of cataloguing and compliance systems for the digital collections,
- devising digital workflows; investigating documentation/ metadata requirements & implementing chosen standards (schemas and vocabularies).

The LSCM also will support the Head of Archive in devising and implementing Archive policy, putting together grant applications or reports, as necessary or carrying out any other tasks deemed relevant by the Head of Archive or Director.

### **Key Duties**

**These include but are not limited to:**

- Ensuring all aspects of the Library and Special collections are managed, catalogued and preserved to a high standard in accordance with the IFI's policies and procedures.
- Ensuring that the Library remains an important resource for students and researchers and is kept up to date. This will include keeping abreast of new publications (books, journals and reports) that fall within the Libraries acquisition remit and evaluate and purchase relevant titles.
- Working with the Head of Archive to critically examine the likely future needs of the Special Collections/Library in terms of funding, technological developments (especially in terms of digital media), storage, access etc.
- Liaising with other IFI departments to ensure relevant material is regularly deposited with the archive and has sufficient supporting documentation to be efficiently catalogued.
- Managing relationships with key stakeholders with whom the IFI has archiving agreements eg the Irish Film Board, The Broadcasting Authority of Ireland and the Arts Council.
- Maintaining a high standard of customer service and to promote good relations with users and depositors. Being an advocate for the Archive with stakeholders and professional organisations.
- Contributing to strategic projects as appropriate, working with the Archive Head and colleagues to further the strategic goals of the Archive and the IFI.

- Devising and implementing effective ways of promoting the library and Archive to relevant groups in order to increase user engagement and awareness of these areas of activity.
- Supervising the work of interns/ collections assistants when required.
- Contributing to the development of a cohesive and positive working environment through teamwork, skills sharing and open communication
- Coordinating and overseeing the day to day logistics, operations and access to all IFI Special collections storage areas.
- Taking appropriate action for issues arising within their remit and escalating issues as appropriate in a timely manner.
- Efficiently carrying out all administrative functions associated with this role, including creating timely and accurate internal reports, documentation of projects and practices, updating the IFI database as necessary.
- Providing reports, feedback and practical suggestions to the Head of Archive (HOA) as requested. This will include keeping the HOA apprised of their activities by writing informative annual reports and through monthly meetings, but also providing practical feedback and suggestions to the HOA as appropriate.
- Devising, creating and monitoring effective storage solutions for the Archive special collections.
- Effectively managing collections traffic and storage systems to ensure efficiency and accountability.
- Ensuring timely, accurate, safe and secure movement of items from archival storage to internal and external clients and users. And liaising with same.
- Developing, implementing and ensuring collections access and handling protocols are followed in liaison with other team members.
- Contributing to the creation, updating of standards-based collections management and care policies and procedures within the IFI Irish Film Archive.
- Working with the Head of Archive and other Collections Managers to review, monitor and recommend collections care and conservation strategies for the archive collection.
- Identifying preservation needs and recommending suitable preservation projects.

- Ensuring acquisitions are processed, technically assessed and stored according to IFI policy and procedure, within an agreed timeframe.
- Keeping up to date with technical developments in storage and conservation in order to enhance standards of collection care.
- Assisting the Head of Archive with financial planning in relevant areas and taking delegated responsibility for designated budgets.
- Managing efficient spending and quotation procurement for supplies and other necessary items.
- Establishing and maintaining contacts with other archives and professional societies to ensure knowledge sharing and development of best practice.
- Acting as an ambassador and an advocate for Archive and the IFI. This will include utilising social media, online exhibitions, giving tours and public presentations on the work of the Archive.
- Contributing positively and constructively to the archive team.
- Demonstrating flexibility in relation to responsibilities and approaching issues or problems in a positive and pragmatic manner consulting with colleagues where appropriate and providing support to the Head of Archive.

**Apply by email including a CV and a covering letter outlining your suitability for the job to [koconnell@irishfilm.ie](mailto:koconnell@irishfilm.ie) by May 18<sup>th</sup> at 5pm.**