

## **Job Description**

**Title: Project Cataloguer, IFI Irish Film Archive – Ballymun Communications Project**

### **Overview**

The Irish Film Institute (IFI) 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

**Reporting to:** Digital Collections and Access Manager

**Key Relationships:** Data and Digital Systems Manager  
Ballymun Project Officer  
Ballymun Communications Officer  
Head of IFI Irish Film Archive  
Other Archive Staff

### **Purpose of role:**

The Irish Film Institute has received funding from the Broadcasting Authority of Ireland's Archiving grant scheme to undertake a project to conserve, preserve, digitise and make accessible a collection moving image of material created by the community production company Ballymun Communications pertaining to the locality between 1988 – 2018. The collection covers a wide range of topics of local and national importance.

In order to deliver the project the IFI is seeking to appoint a Project Cataloguer, who will be responsible for ensuring that the material in the collection is catalogued efficiently and effectively according to agreed standards. The Project Cataloguer will be responsible for devising the processing workflow, watching all material, cataloguing all content & recording information about each item into a spreadsheet compatible with the IFI Irish Film Archive's database.

In order to ensure that content is accurately described the Project Cataloguer will work closely with the Ballymun Communications Officer who will provide the cataloguer with relevant context and will help to identify places, people and events when required. The Project Cataloguer will catalogue the content by viewing reference digital files and will not catalogue directly from any physical tape or DVD objects. All descriptive and technical cataloguing will be quality controlled and proofed by IFI Irish Film Archive staff before being merged with IFI descriptive and technical databases.

**Candidate requirement:**

The successful applicant is expected to have a relevant qualification **and/or** experience in cataloguing cultural collections. They will be a flexible person, with excellent interpersonal and communication skills, who will be able to work effectively on their own or as part of a dynamic team. They will have an interest and knowledge of recent Irish history and culture. **Applicants must be eligible to work in Ireland and hold a valid work permit.**

**Main duties and responsibilities:**

The Project Cataloguer will be responsible for the cataloguing and description of the content of the Ballymun Communications collection and will utilise their knowledge of cataloguing standards and information systems to deliver the following:

- Identification of content of collections,
- Descriptive cataloguing of the collection according to agreed standards (ISADg)
- Identification of copyright within the collection
- Working with Ballymun Communications staff to identify key people, places, events within the collection
- Liaising with the Ballymun Project Officer to receive digital objects for cataloguing
- Liaising with Data and Digital Systems Manager to ensure descriptive records are quality controlled and submitted as required in the agreed format.
- Creation of regular formal progress reports and keeping documentation as required
- Other duties appropriate to the post as may be assigned from time to time.

**Skills needed:**

- Cataloguing experience and knowledge of descriptive standards
- Experience with databases and familiarity with metadata schemas
- An interest and knowledge of recent Irish history and culture
- Strong organisational skills
- Good keyboard skills and the ability to work with precision and accuracy
- Excellent Microsoft Excel skills.
- Ability to communicate clearly and concisely, both orally and in writing
- Sound judgment to identify and report issues to supervisors and contribute to resolving them.

**Please email a cover letter outlining your suitability for and interest in this position, supported by your CV, to Raelene Casey, IFI Digital Collections and Access Manager, at [rcasey@irishfilm.ie](mailto:rcasey@irishfilm.ie). The closing date for applications is 17.00 on Monday, January 6th.**

**Interviews will take place in January.**