

**Position Title: Digital Collections Assistant**

**Key Relationships:**

- Digital Collections Manager
- Special Collections Manager
- Archive Collections Teams
- Partner organisations ( BAI, IFB, Arts Council)
- Vendors/ posthouses
- Filmmakers
- Rights holders
- Other relevant individuals and organisations

**Contract:**

2 year (fixed contract)

**Hours:**

10-6, Monday -Friday

The Irish Film Institute (IFI), is the national body charged with the promotion of film culture, as part of the IFI, the Irish Film Archive is responsible for collecting, preserving and making available Ireland's moving image heritage and the collections in its care includes film, digital materials and document collections. The IFI wishes to appoint a Digital Collections Assistant working within the IFI Irish Film Archive. The position of Digital Collections Assistant is within the digital team.

**Candidate requirement**

The successful candidate should have proven experience in digital collections management. They should have a qualification in a relevant area such as Archiving or Librarianship or digital information management (or similar) or equivalent experience in digital information management cultural archives and/or libraries. They should have a good practical knowledge of audio- visual file formats and experience with quality control of this type of material. 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 and digital assets and the use of databases. They will have an interest and knowledge of film and film culture, particularly Irish film.

**Purpose of job**

The Digital Collections Assistant works with other members of the digital collections team in the administration, processing and collections management of all material coming in from partner organisations i.e. IFB, BAI, Arts Council. They will work closely with the Digital Collections Manager & Special Collections Manager to implement the DPAS; particularly in the area of digital AV accessioning and quality control, ensuring international standards of best practice are applied in caring for the IFI's digital collections, and that new policies and procedures harmonise with existing collections management policies.

## **Key Tasks and Responsibilities**

The DCA will ensure acquisitions of audio visual 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 with in the timeframe agreed with the individual institution. They will provide information regarding quantity and quality of deliveries to these partners.

In consultation with the Digital Collections Manager and HOD and other Archive staff, the DCA will proactively contribute to the development of cataloguing and compliance systems for the digital collections, metadata and technical policies and research for digital collections. The DCA will work with the Digital Collections Manager and to oversee the smooth technical management of the Archive ingest stations liaising with other users to ensure smooth scheduling identifying and addressing technical issues contacting relevant parties , such as Digital Garage, as appropriate.

## **The Digital Collections Assistant will utilise their knowledge to deliver the following:**

- Technical preparation, assessment and quality assurance of digital film acquisitions
- Cataloguing & database record creation
- Full digital archiving workflow using the OAIS standard
- Working within IFI digital preservation and access protocols
- Administration of communication with key external stakeholders
- Regular formal progress reports and keeping documentation as required
- Other duties appropriate to the post as may be assigned from time to time

## **Required Skills/Experience:**

- A qualification in archiving or collections management or other relevant subject
- Experience in collections management and/or cataloguing.
- Familiarity with the components and properties of different AV digital file formats
- Strong data management and organisational skills
- Ability to work independently and as part of a team in a busy environment.
- Ability to work to deadlines
- Experience with databases and familiarity with metadata standards
- Excellent documentation skills.

## **Preferred Skills/Experience**

- Knowledge or experience working with AV playback software such as EasyDCP
- Familiarity with FLOSS tools
- Experience with command line interfaces
- Experience with any programming language, particularly python.
- Familiarity with one or all of the following: the OAIS Reference Model, The PREMIS Data Dictionary, Spectrum guidelines for digital collections management.
- Experience with quality control or quality assurance in any field.

Please email a cover letter outlining your suitability for and interest in this position, supported by your CV, to Kasandra O'Connell, Head of the IFI Irish Film Archive, at [koconnell@irishfilm.ie](mailto:koconnell@irishfilm.ie).

The closing date for applications is 5pm, Wednesday 24<sup>th</sup> November 2021.

*The IFI is an Equal Opportunities Employer and welcomes applications from all sections of the community*