



Position Title: Digital Collections Officer

Key Relationships: Digital Deliveries Manager, Archive collections managers, Archive Collections Teams, Partner organisations (Screen Ireland), Vendors/ posthouses, Filmmakers, Other relevant individuals and organisations

Contract:

2 years (fixed term contract), 10-6, Monday-Friday, Hybrid working available

About the Irish Film Institute:

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 Officer working within the IFI Irish Film Archive. The position of Digital Collections Officer is within the digital team working on Screen Ireland material.

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 culture.

Purpose of job:

The Digital Collections Officer works with other members of the digital collections team in the administration, processing and collections management of digital material being generated as part of specific projects, in particular material digitised from the Screen Ireland collection. They will take responsibility for devising and implementing workflows, under the guidance of the relevant collections Manager. They will work closely with the Head of Archive and relevant collections managers to implement the Archive's Digital Preservation and Access strategy which is a key component of collections care.

Key Tasks and Responsibilities:

The DCO will ensure that digital audio-visual material generated as part of the Screen Ireland project is accessioned, quality assured and preserved according to IFI policy and procedures and in a timely manner. In consultation with the both the Digital Deliveries Manager and the Digital Collections Manager and HOD and other Archive staff, the DCO 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 key responsibilities of the Digital Collections Officer are:

- Technical preparation, assessment and quality assurance of digital film acquisitions
- Cataloguing & database record creation
- Implementing full digital archiving workflow
- Working within IFI digital preservation and access protocols
- Leading communication with key external stakeholders such as Screen Ireland
- 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.

Applications to jobs@irishfilm.ie. Please include cover letter outlining suitability for role plus CV. Deadline for receipt of applications is 5pm March 31st.

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

