

Position Title: Film Collections Officer

Place of work: IFI Archive Maynooth, onsite position – remote working not available. Initial training for the position will be conducted in the Irish Film Institute in Temple Bar.

Hours: 10-6, Monday to Friday

Contract: 2 years (fixed term contract)

Reporting to: Film Collections Manager

Key Relationships:

Archive Team, other IFI Departments, partner organisations (inc. Maynooth University), vendors, filmmakers, other relevant individuals and organisations.

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, and 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 Film Collections Officer working within the IFI Irish Film Archive. The position is to predominantly work on Screen Ireland material.

Candidate requirements:

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 similar) **or** equivalent experience in collections management cultural archives and/or libraries. 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 the use of databases. They will have an interest and knowledge of film and culture. They should have a good working knowledge of different film formats and experience using specialist film equipment such as Steenbecks and rewinders would be an advantage.

Purpose of job

The Film Collections Officer is part of the Archive collections team, working closely with the Head of Archive and the Film Collections Manager to implement the IFI Irish Film Archive's Collections management policies and to ensure the film and tape collections are properly documented and preserved. Based in Maynooth the FCO has particular responsibility for cataloguing and assessing older film titles funded by Screen Ireland as well as for the efficient retrieval and movement of Archive holdings from Maynooth, for the purposes of access or preservation.

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 film 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.

Key Tasks and Responsibilities:

- Carrying out cataloguing, registration and other documentation procedures for IFI collections
- Assessing condition of film elements and recording same within the database.
- Efficiently carrying out all administrative functions including creating timely and accurate internal reports, documentation of projects and practices, updating the IFI database as necessary. Sharing documentation with colleagues as appropriate.
- Providing reports, feedback and practical suggestions to your head of department/ line manager as requested.
- Conducting daily checks for all IFI Maynooth storage areas in accordance with MSPI accreditation.
- Facilitating timely, accurate, safe and secure movement of items from archival storage to internal and external clients and users. and ensuring location information is up to date.
- Implementing standards-based collections management and care policies and procedures within the IFI Irish Film Archive. Undertaking collections management checks in accordance with MSPI
- Working with the Head of Archive and Collections Managers to review, monitor and recommend collections care and conservation strategies for the archive collection.
- Assisting the Film Collections Manager and Head of Archive with financial planning in relevant areas and taking delegated responsibility for designated budgets.
- Keeping up to date with technical developments in storage and conservation in order to enhance standards of collection care.
- Any other task deemed relevant by the director or head of department

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.

