

## **DIGITAL PRESERVATION MANAGER ( Archive )**

The IFI wishes to appoint a **Digital Preservation Manager** to manage its digital archive collections and systems.

**Contract:** Two year fixed-term contract (with a 6 months' probation period)

**Reporting to:** Head of IFI Irish Film Archive

**Staff :** Digital Collections Team  
Digital Deliveries Team

**Key Relationships:** IFI Heads of Departments, Other Archive Managers, IFI IT Provider  
Archive Team , Partner organisations, Vendors, Archive community

**Salary scale:** Starting salary will depend on experience and will be according to the following Senior Manager pay scale Levels: *L1 40,800, L2 41,820, L3 42,865, L4 43,937, LS1 45,475, LS2 47,066 (LS – Long Service Increment, after 3 further years and 6 years respectively).*

+ 24 days annual leave + other benefits

**Other Benefits:** Hybrid working options, bike to work scheme, café discounts, enhanced sick pay, film store discount & free cinema tickets.

### **Overview of IFI**

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; and our four digital streaming platforms, IFI@Home, IFI Archive Player, IFI@Schools and IFI International. 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

### **Overview of job:**

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 include film, document and digital collections. The Digital Collections team have responsibility for ensuring digital objects in the IFI's care remain authentic, accessible, re-usable and understandable in the future. The Digital Preservation Manager (DPM) is a senior manager position reporting to the Head of the IFI Irish Film Archive and is responsible for the management and ongoing preservation of the digital collections, leading the Digital

Collections Team to achieve this. The DPM is also has responsibility responsible for overseeing the Archive digital network and maintaining digital systems, equipment and infrastructure to ensure efficiency & productivity; this requires liaising with vendors, consultants and other relevant parties to make sure all systems work.

Along with the Head of Archive and other collections managers the DPM is responsible for the Archive's preservation strategy, collections management policy, disaster planning and response systems. The DPM works with colleagues to ensure that international standards of best practice are applied in caring for the IFI's collections, and that new policies and procedures harmonise with existing collections management policies and are integrated into strategic and operational activities. The DPM will endeavour to ensure all staff are familiar with the archives' policy and standards and that policies are adhered to by staff.

The DPM will work closely with the HOD (Head of Department) and other senior archive managers to devise and implement overall Archive policy; providing support and information for the creation of grant applications & reports and assisting with the identification of the Archive's future needs in terms of funding, technological developments, storage, access etc.

The DPM will work with stakeholders and represent the IFI both internally and externally. They will also be expected to proactively engage with the international archival community, keeping abreast of new developments in technology and collections management and seeking partnerships with like mind organisations.

Additionally the DPM will be responsible for managing & motivating staff for whom they are a line manager, identifying and implementing learning and development needs for them and their team, including volunteers, if appropriate.

#### **Candidate competencies and skills**

- Demonstrable practical experience with digital preservation (particularly related to digital collections in libraries, museums, archives or special collections) is **essential**.
- Qualification in Information technology, digital curation or a related information management discipline. Academic qualifications in another discipline with demonstrable experience and knowledge of the digital preservation environment will also be considered.
- Excellent communication, documentation and interpersonal skills.
- Demonstrable experience managing and motivating staff is **essential**.
- Familiarity with infrastructure management is essential including processes related to equipment management, system upgrades, interaction with technology support teams

- Ability to contribute positively while being pragmatic about resource and budgetary constraints.
- Experience in developing policy in a library or archive environment is highly desirable.
- Experience in planning and managing projects.
- Demonstrated ability to research and resolve problems using a variety of resources and tools
- Ability to communicate complex technical ideas in simple language.
- Ability to work across multiple teams and disciplines.

**Responsibilities include, but are not limited to:**

- Devising and supervising the application of collections management procedures and processes, including leading the creation of workflows for various preservation activities.
- Overseeing the digital collections infrastructure ( network and equipment) within the Archive and making recommendations for upgrades and improvements.
- Maintaining digital collections management documentation: writing and maintenance of processes, procedures and policies for Digital AV Collections, following the SPECTRUM collections management standard and using OAIS model as a guide. This will include working with the Head of Archive to devise the next iteration of the Digital Preservation and Access Strategy.
- Overseeing preservation of all digital AV data within systems infrastructure.
- Managing and supporting the Digital Deliveries Manager in ensuring best practice for the acquisition, QC and preservation of objects acquired through over-arching agreements with Screen Ireland, Coimisiún na Meán and the Arts Council.
- Ensuring best practice for the acquisition, QC and preservation of digital AV objects acquired through donation, deposit, purchase or gift.
- Planning for ongoing preservation including fixity checks, migration, changes to systems infrastructure.
- Assisting the Head of Archive with financial planning and taking responsibility for the management of designated budgets, in accordance with IFI financial and procurement rules and procedures.

- Managing staff and interns as required in accordance with IFI performance management policies.
- Overseeing consultation and maintenance of IFI scripts.
- Liaising with relevant stakeholders including Head of Operations, the IFI IT company and IFI technology vendor, Digital Garage.
- Establishing and maintaining contacts with other archives and professional associations engaged in digital preservation to ensure knowledge sharing and development of best practice. Promoting and representing the IFI nationally and internationally in this respect.
- Keeping up to date with archival best practice, advances in technology and preservation and conducting relevant research to develop an informed view of opportunities and challenges in digital preservation in order to enhance standards of collection care.
- Being an ambassador for the IFI by being an advocate for the IFI and its work and maintaining a professional approach at all times.
- Ensuring that a process of continuous review and improvement is reflected throughout all elements of the digital preservation programme.

**Send applications including a CV and a letter of application outlining your suitability for the role to [koconnell@irishfilm.ie](mailto:koconnell@irishfilm.ie) by 29<sup>th</sup> March 2024**

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

