

**Position Title:** Documentation Officer (Archive)

**Purpose of Job:** to oversee and maintain IFI Irish Film Archive documentation and database in accordance with IFI policy and best practice.

**Reporting to:** Archive Policy and Project Manager

**Contract:** two-year fixed term contract (six months' probation)

**Salary scale:** Starting salary will depend on experience and will be according to the following Officer pay scale Levels: L1 30,000, L2 30,750, L3 31,519, L4 32,306, LS1 33,437, LS2 34,607 (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.

**Key Relationships:**

- Other IFI Irish Film Archive staff
- Other IFI Departments
- Archive collections rights holders & donors
- Other relevant individuals and organisations

**Job Context**

About the Irish Film Institute: 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 three cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop, 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.

**Purpose of Job**

The IFI wishes to appoint a Documentation Officer [DO] working within the IFI Irish Film Archive. The DO has overall responsibility for the day-to-day maintenance of Archive collection documentation. They will also coordinate use of the IFI Database (Genie Plus) identifying ways to improve its functionality and the quality of the data it contains,

implementing those changes. They will be responsible for maintaining donor and depositor documentation and liaising with various collections managers to ensure this information is up to date and easily accessed by staff. They will provide a high level of customer service and relationship management in maintaining donor/partner relationships and in liaising with other Archive staff. They will help the Archive to maintain its Museum Standards of Ireland accreditation through updating archive documentation as required by the scheme. The DO will keep abreast of advances within the profession to ensure international standards of best practice are applied in documenting the IFI's collections, and they will work with other collections staff to ensure that new policies and procedures harmonise with existing collections management policies (the IFI uses Spectrum and OAIS).

### **Candidate Competencies**

The successful candidate will have a qualification in Archiving, Librarianship, Digital Information Management, Heritage Studies (or in a related area) and/or equivalent experience in cultural archives and/or libraries.

They will be an enthusiastic, flexible person, with outstanding interpersonal, administration 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 cataloguing and database management experience. They will have an interest in and knowledge of film and film culture, particularly Irish film.

### **Key duties include but are not limited to**

- ensuring collections documentation is maintained to a high standard in accordance with the IFI's policies and procedures.
- maintaining a high standard of customer service and promoting good relations with donors and depositors.
- being an advocate for the Archive with stakeholders and professional organisations.
- supervising the work of interns / collections assistants when required.
- coordinating and overseeing the day-to-day logistics of collections documentation, including addressing any backlogs.
- efficiently carrying out all administrative functions associated with this role, including creating timely and accurate internal reports, documentation of projects and practices, and updating the IFI database as necessary.
- overseeing the Archive's database, GeniePlus; liaising with Lucidea for larger projects, troubleshooting, etc.
- clean-up and normalisation of database records from previous workflows.
- creation of name authority records from collection-level descriptions and donor-database records.

- regular review of recent catalogue records to ensure accuracy and adhere to standards.
- liaising with Technical Officer to ensure IFIscripts map to the correct GeniePlus fields and values during ongoing data maintenance.
- maintenance of new and legacy acquisition paperwork and digital records.
- establishing and maintaining contacts with other archives and professional societies to ensure knowledge-sharing and development of best practice.
- acting as an ambassador and an advocate for the Archive and the IFI. This will include utilising social media, online exhibitions, giving tours and public presentations on the work of the Archive.
- contributing positively and constructively to the Archive team.
- demonstrating flexibility in relation to responsibilities and approaching issues or problems in a positive and pragmatic manner, consulting with colleagues where appropriate and providing support to the Head of Archive.

**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 29th March 2024**