

**Archive Technical Officer**

**Overview of the 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

Working at the IFI means an opportunity to be dynamic, creative, and part of a community that is passionate about what they do and values mutual trust and respect.

Our values reflect what is important to us at the IFI. They guide our efforts, define our culture, and shape the way we approach our core activities – Exhibit, Preserve and Educate.

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 including film, digital materials, and document collections.

**Role Overview**

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

**Reporting to:** Archive Digital Preservation Manager

**Key Relationships:** Vendors, Director of Operations, Digital Deliveries Supervisor, Digital Preservation Team

**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 and flexible working options, bike to work scheme, café discounts, enhanced sick pay, film store & cafe bar discount, free cinema tickets, pension after 12 months, and many more.

The IFI wishes to appoint an **Archive Technical Officer** to manage and oversee the Archive's digital infrastructure. This includes supervising the hardware, software, and networks essential for the Archive’s ingest, digitization, and preservation processes. The officer will be responsible for ensuring software licenses are current and hardware is fully operational to meet task requirements. Additionally, the role involves maintaining and updating the database of IFI technical standards, while promoting a strong understanding of these standards across the organization. Regular audits and system maintenance will also be a key part of this role.

**Key Responsibilities**

* Diagnose, troubleshoot, and resolve software, hardware, and networking issues.
* Maintain, update, and modify the IFI Scripts database to support digital accessioning and preservation workflows.
* Provide technical support to Digital Deliveries and Project Officers to ensure successful completion of digital preservation workflows
* Oversee the preservation system, Spectra, by managing routine data migrations and storage maintenance.
* Oversee the management of the Archive’s LTO library and comms room ensuring the proper maintenance of LTO tapes, archive servers, and network equipment.
* Ensure the secure storage, backup, and retrieval of data.
* Replace and upgrade outdated or malfunctioning components.
* Identify and implement strategies for optimizing computer system performance.
* Develop and enforce security protocols to protect against cyber-attacks and breaches.
* Document internal procedures to achieve optimal computer system performance.
* Promote best practices for digital accessioning and preservation throughout the archive.
* Collaborate with the Digital Preservation Manager to ensure timely accessioning and preservation of digital assets.

**Requirements**

* Relevant qualification(s) in Information Technology, Computing, or a related field is required.
* Proficiency in managing large relational databases using development languages like Java and query languages such as SQL.
* Experience with command scripts, particularly Python, for processing large datasets in a database environment.
* Familiarity with validation protocols for digital archiving and preservation, such as checksums
* Creativity, resourcefulness, and adaptability in a dynamic, sometimes ambiguous environment.
* Strong analytical, organizational, and communication skills, both written and verbal.
* Excellent time management and multitasking abilities.
* High attention to detail and accuracy.
* Ability to write and maintain technical documentation, preferably using version control software.
* Proficiency in scripting languages.
* Knowledge and experience with digital preservation workflows

**Desirable**

* Experience working in Digital Preservation
* LTO Tape Management
* Familiarity with digital audio-visual file formats and specifications

**Application Process:**

To apply, please send your CV and cover letter to the Digital Preservation Manager, Marina Butt at mbutt@irishfilm.ie by 5pm on Friday 25th October 2024

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