**Irish Film Institute Job Description:**

**Position Title:**  Library and Special Collections Officer (Archive)

**Purpose of Job:** to oversee and maintain IFI Irish Film Archive Library and Special collections 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 where appropriate , 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
* Researchers and Students
* 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.

The Irish Film Institute (IFI) is the national body charged with the promotion of film culture. The Irish Film Archive is part of the IFI and is the custodian of the national moving image collection.

Alongside moving image, the Irish Film Archive is also responsible for the care and management of the Archive’s reference and archival special collections. The archival collection comprises artefacts, production documents and still images from Irish films and television programmes. The reference collection comprises 3,000 books and periodicals covering all aspects of national and international cinema; as well as media clippings on Irish film production, actors, directors and others.

The reference collection is housed at the IFI’s Temple Bar site in the Tiernan MacBride Library, which also serves as the reading room for all special collections researchers which includes university students, academics and the general public. The Library is open to researchers by appointment only.

**Purpose of Job**

The IFI wishes to appoint a Library and Special Collections Officer [LSCO] working within the IFI Irish Film Archive. The LSCO has overall responsibility for the day-to-day maintenance of Archive Library and Special collections . They will also coordinate access to these collections by student and researchers. They will work closely with the Documentation officer on maintenance of the IFI Database (Genie Plus) identifying ways to improve its functionality and the quality of the data it contains, and implementing those changes as necessary.

A partially public-facing role based in the Tiernan MacBride library, the Library and Special Collections Officer will often be the first point of contact for researchers seeking access to the IFI’s collections and monitors the library email account, responding to queries as appropriate. 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 work with the rest of the Archive team to maintain its Museum Standards for Ireland accreditation by implementing policy, procedures and maintaining documentation as required by the scheme.

The LSCO 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 and skills:**

The successful candidate will have a qualification in a relevant subject , eg archiving, librarianship, digital information management or heritage studies, **and/or** equivalent experience in cultural archives or libraries. A demonstrable knowledge of Irish film and Irish cultural history will be a distinct advantage.

The successful candidate will be enthusiastic and flexible, with excellent interpersonal and communication skills. They will be able to work effectively on their own or as part of a dynamic team. They will have good working knowledge of library catalogues, databases and spreadsheet software such as Microsoft Excel. They will be familiar with collections management models like Spectrum and OAIS and will seek to ensure that IFI collection and cataloguing policies harmonise with international best practice.

**Key duties:**

* Under supervision of Archive senior managers, ensure that acquisitions are catalogued, assessed and stored according to IFI policies and procedures, to agreed timeframes
* Liaise with researchers and answer queries within their remit.
* Facilitate technical changes to Archive database Genieplus in line with business needs, and in collaboration with Archive colleagues
* Maintain Library space both as a general working area for Archive staff and interns, and as a study area for researchers
* Arrange general introductory training for Archive interns and suggest Special Collections projects for interns where appropriate
* Supervise collections traffic and storage for Special Collections material, maintaining a clear audit trail of all collection use
* Contribute to the updating of IFI collections management and care policies, with special attention paid to handling protocols and preservation needs of Special Collections material
* Give tours of the Library and Special Collections in collaboration with Archive colleagues when required.
* Undertake administrative functions relating to the operation of the Library and Special Collections remit, including internal reports, documentation of projects and practices, and database updates
* Contribute positively and constructively within the Archive team and the wider IFI
* Approach issues or problems in a positive and pragmatic manner, consulting with colleagues where appropriate

Please email a cover letter outlining your suitability for and interest in this position, supported by your CV, to Kasandra O’Connell, Head of the IFI Irish Film Archive, at [koconnell@irishfilm.ie](mailto:koconnell@irishfilm.ie) by 5pm on October 31st 2024.