

## Digital Deliveries Supervisor

### 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:** Partner organisations ( Screen Ireland, CNAM, Arts Council), vendors, production companies, broadcast sector, AV Archive community.

### Salary scale:

Starting salary will depend on experience and will be according to the following Senior Manager pay scale Levels: *L1 €35,000, L2 €35,875, L3 €36,771, L4 €37,691, LS1 €39,010, LS2 €40,375 (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 a **Digital Deliveries Supervisor** to oversee and implement the digital preservation workflow for all materials delivered under the IFI's overarching agreements (OA). This role focuses on ensuring that audio-visual content from key partners like Screen Ireland, the CNAM, and the Arts Council is properly accessioned, quality-checked, and preserved according to IFI standards and within agreed timelines. They will play a key role in fulfilling administration and preservation actions on a daily basis and will also create annual reports on this activity, making suggestions for improvements and addressing any issues that arise.

The Digital Deliveries Supervisor plays a key role within the Archive Collections team, working in close collaboration with the Digital Preservation Manager (DPM) to uphold and enhance the standards of collection care and documentation at the IFI Irish Film Archive.

The ideal candidate will possess excellent communication, documentation, technical and interpersonal skills. They will work pragmatically within existing resources, contributing positively to the department's strategic goals.

### **Key Responsibilities:**

- **Workflows:** Review, refine and implement digital archiving workflows using the OAIS standard, ensuring alignment with IFI's digital preservation and access protocols. Ensure that workflows, policies, and procedures are effective and that all preservation targets are met.
- **Digital Acquisition:** Oversee the acquisition, quality control, and preservation of digital assets, maintaining relevant registers and documentation.
- **Team Leadership:** Lead the digital deliveries team in the administration, processing and preservation of overarching digital collections. Create and manage work plans ensuring efficient resource allocation for timely processing. Guiding and motivating the OA team
- **Stakeholder Management:** Develop and maintain positive relationships with external partners, ensuring communication and preservation targets are met.
- **Collections Management:** Collaborate with Archive colleagues to apply international best practices in collections care. Ensure that OA policies and procedures align with existing IFI Archive standards, liaising with the DPM and other managers to ensure international best practices are implemented.
- **Technology Supervision:** Supervise the relevant hardware and software, liaising with vendors where appropriate and escalating within the Archive/ IFI as necessary.
- **Reporting:** Provide regular progress reports that address issues and suggest improvements. Gather quantitative data on processes and activities to inform these improvements.
- **Professional Engagement:** Engage with the professional archival community, keeping up to date with advancements in technology and best practices.

### **Requirements:**

- At least 2 years of relevant professional experience.
- Relevant qualification in Archiving, Librarianship, Digital Information Management, OR demonstrable practical experience in digital asset management.
- Practical knowledge of audio-visual file formats.
- Strong interpersonal, communication, and organizational skills. Ability to multitask.

- Experience in staff supervision and workplan creation.
- Proficiency in IT, metadata creation, cataloguing, quality control and documentation management.
- Problem-solving skills and technical troubleshooting expertise.
- Commitment to preserving audiovisual content and a passion for cultural heritage.
- Ability to work in Ireland /Work Permit (if required).

**Preferred Skills:**

- Proficiency in command scripts, especially Python and a familiarity with validation protocols for digital archiving, such as checksums.
- Practical knowledge of digital post-production practices, and quality control.
- Proficiency in the Irish language
- Knowledge and interest in the Irish media landscape.

**Application Process:**

To apply, please send your CV and cover letter to the Digital Preservation Manager, Marina Butt at [mbutt@irishfilm.ie](mailto:mbutt@irishfilm.ie) by 5pm October 4th, 2024.

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