



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

Salary scale:

Starting salary is €30,000. The role offers a structured progression scale with the following rates: 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). Progression to higher levels is based on performance as outlined in our competency framework

Other Benefits:

Hybrid and flexible working options, 24 days annual leave, 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 seeks to appoint a Digital Deliveries Officer (DDO) to join the Digital Deliveries Team. The DDO will work collaboratively with the Digital Deliveries Supervisor (DDS), Digital Preservation Manager (DPM), and other colleagues to manage, process, and ensure the quality of born-digital material arriving from partner organisations, including Coimisiún na Meán (CNAM), Screen Ireland (SI), and The Arts Council. This role is central to the administration and collection management of digital assets, focusing on audio-visual ingest, object entry, quality control, and accessioning. The DDO will support the implementation of the archive's digital preservation procedures, ensuring that all materials are preserved according to international standards and existing collections management protocols.

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

Key Responsibilities

Digital Archiving Workflows: Execute full digital archiving workflows following the OAIS model and IFI digital preservation and access protocols.

Digital Acquisition: Carry out the technical preparation, assessment, and quality assurance of digital film acquisitions.

Cataloguing & Documentation: Create catalogue records and maintain accurate documentation using the Spectrum Collections Management Standard. Contribute to procedure document development and maintain records in compliance with internal and external requirements.

Stakeholder Management: Maintain clear communication with external stakeholders, advising them on delivery instructions and keeping them informed about the status of delivered packages.

Collections Management: Collaborate with archive colleagues to apply international best practices in collections care.

Reporting & Administration: Provide regular progress reports and ensure all documentation is kept up to date. Administer communication with key external stakeholders.

Additional Duties: Perform other duties as required by the role, as assigned from time to time.

Requirements:

- Relevant qualification in Archiving, Librarianship, Digital Information Management, or proven experience in digital asset management.
- Practical knowledge of various AV digital file formats and their components.
- Experience in collections management, cataloguing, and familiarity with metadata standards.
- Strong organizational, data management, and documentation skills.
- Proficiency in IT, metadata creation, quality control, and troubleshooting.
- Strong communication, organizational, and multitasking abilities.
- Ability to work both independently and as part of a team in a fast-paced environment, meeting deadlines.
- Full Irish working authorisation.

Preferred Skills/Experience

- Knowledge of 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.
- Familiarity with FLOSS tools
- Familiarity with one or all the following: the OAIS Reference Model, The PREMIS Data Dictionary, Spectrum Collections Management Standard.
- Experience with quality control or quality assurance in any field.

Application Process:

To apply, please send your CV and cover letter to the Digital Preservation Manager, Marina Butt at **mbutt@irishfilm.ie** by **Friday, 6th of June at 6pm.**

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