

JOB DESCRIPTION

Post	Metadata and Research Assistant (Fixed term contract – 3 months)
Ref	
Date of JD	29 November 2017
Salary Scale	AA (£17,352)
Department	Education
Reports to	Senior Curator
Location	Based in Alfred Street office
Total hours of work	37.5 hrs per week.
Work pattern	Monday to Friday 9.00am to 5.30pm. Hours may vary to suit the requirements of the post from time to time.

JOB PURPOSE

To assist with a moving image digitisation, preservation and access project. Focusing on UTV archive content, the role will include archival research and the production of technical and descriptive metadata. The post holder will be required to undertake archival research and write metadata entries for each digitised title.

MAIN DUTIES AND RESPONSIBILITIES

- 1 Creation of content based metadata for titles selected for the UTV Archive digitisation project.
- 2 Creating corresponding catalogue entries for Northern Ireland Screen's Digital Film Archive, for each title.
- 3 Assist with archival research, as required for the selection of titles and preparation of metadata.
- 4 Liaise with third-party technical suppliers, in the preparation and transport of materials for digitisation.
- 5 Carry out quality assurance checks to ensure that digitisation, technical metadata and film finishing have been completed to the required standard.
- 6 Carry out quality assurance checks to ensure all files, including master digitisation, transcoded files and finished titles are backed up.

- 7 If required, carry out due diligence and process copyright permissions requests, including clearance of third-party rights.
- 8 Other Unlocking Film Heritage and Digital Film Archive related duties as required
- 9 Undertake any other duties and responsibilities which may be assigned.