

IMMA

# ROLE PROFILE

## TIME-BASED MEDIA ART CONSERVATION FELLOWSHIP

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<b>Job Title:</b>	Time-Based Media Art Conservation Fellowship
<b>Reports To:</b>	Collections Manager and Senior Registrar
<b>Location:</b>	IMMA, Military Road, The Royal Hospital Kilmainham, Kilmainham, Dublin 8
<b>Key Terms:</b>	
<p>The salary for this role is aligned with public sector pay scales and is set at <b>€37,544.00</b> per annum (pro-rata), corresponding to Point 1 of the Executive Officer Standard (PPC) scale, effective from 1st March 2025.</p> <p>Normal statutory deductions will apply. Pension scheme contributions will also be deducted where applicable.</p> <p>Candidates should note the Irish Museum of Modern Art complies with Department of Public Expenditure and Reform and guidelines on Public Sector pay and conditions of employment and entry level will be at Point 1 of this Grade.</p>	
<b>Role Purpose</b>	<p>The Irish Museum of Modern Art (IMMA) is seeking applications for a Time-Based Media Conservation Fellow for a period of 12 months for the purposes of supporting the IMMA Collection team in their ongoing efforts to advance conservation practices around IMMA's time-based media (TBM) artwork holdings. IMMA is home to Ireland's National Collection of Modern and Contemporary Art, with over 3,500 artworks by Irish and international artists. The Collection is firmly rooted in the present and important contemporary works are added each year. A significant portion of these works, approximately 120, fall within the category of time-based media, and involve video, sound, slide and film, software, digital source files, and/or live performance. Since 2018 IMMA has been implementing new procedures and infrastructure to support the long-term care and display of its TBM Collection; this includes a viewing and condition assessment workstation and improved and centralised digital storage. The TBM Conservation Fellow will work closely with and report to the IMMA Collection team of curators, registrar, and external TBM supervisory conservator in the day-to-day processing of new acquisitions, display, and loan of TBM Collection works, Collection research, and development and implementation of new procedures and best practices.</p>
<b>Key Responsibilities</b>	<p><i>Key responsibilities to be undertaken based on priorities agreed with HOD and subject to the needs of the Department/ Programme.</i></p> <ul style="list-style-type: none"> <li>• Support the Collection team with processing new and recent acquisitions, including reviewing proposed artwork deliverables and purchase agreements; conducting artist interviews; cataloguing, condition assessment, reporting, and archival ingest and storage (physical and digital) of received artwork components; and creation of conservation documentation.</li> <li>• Support AV and Collection team in preparing TBM Collection works for exhibition and loan, including performing condition assessments and completing</li> </ul>

	<p>condition reports; reviewing object files and specifications and identifying knowledge gaps; and working with the Collection team to solicit additional material from artists, galleries, and estates.</p> <ul style="list-style-type: none"> <li>• Create compressive written conservation documentation of installed/activated TBM Collection works.</li> <li>• Support Collection team and IT in relation to dedicated TBM server storage and back-up management.</li> <li>• Work with existing acquisition and exhibition process lines, procedures, and workflows, and contribute to their ongoing development and implementation.</li> <li>• Support the Collection team with ongoing cataloguing and inventory of existing TBM Collection components, including data cleaning in IMMA's collection management system, review of existing practices, risk assessment and collection survey.</li> <li>• Identify and propose individualised artwork preservation plans, and work with IMMA staff and external contractors to conduct and document conservation interventions.</li> <li>• Conduct original research related to the TBM Collection and its conservation, and disseminate research through IMMA Magazine and other public programming.</li> </ul>
<b>Other Responsibilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Actively participate in and seek out learning and development opportunities regarding leadership and team skills and apply learning to carry out the Time-Based Media Art Conservation Fellowship role effectively.</li> <li>• Be open and accepting of necessary change, learning and innovation; change behavioural style or method of approach when necessary to achieve a goal.</li> <li>• Maintain a professional and friendly environment with visitors, colleagues and supervisors.</li> <li>• Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures.</li> <li>• Ensuring adherence to HR requirements and procedures.</li> <li>• Ensure that you are familiar with all computer systems.</li> <li>• Communicate with your Manager on any issues that relate to the museum and ensure that the name of IMMA is not brought into disrepute.</li> <li>• Be highly motivated to succeed and driven at all times.</li> <li>• Complete all necessary tasks and fulfil all commitments made to your team, colleagues and manager on time and without supervision.</li> <li>• Managing one's time and resources to ensure that work is completed by correctly prioritising information and tasks.</li> <li>• Be a positive ambassador of IMMA and promote IMMA at all times.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Maintain a working environment in line with Health &amp; Safety legislation.</li> <li>• Attend Health and Safety training as required.</li> <li>• Adhere to all policies and procedures including safety guidelines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain a safe and clean work environment that will assist the museum to ensure that employees and visitors have the ability to visit and work in our museum safely.</li> <li>• Recognise risks in operational and museum activities and then proactively apply the right measures and processes to control and manage those risks.</li> <li>• Report any locations of potentially dangerous materials to your Manager.</li> <li>• Report all accidents and incidences to your Manager.</li> <li>• Ensure that the security of the museum is maintained in terms of the security guidelines.</li> </ul>
<b>Skills and Experience Required</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate degree (MA or MSc) from an accredited fine art conservation training program or a related discipline, such as audiovisual archiving and preservation, with demonstrable coursework related to time-based media art conservation.</li> <li>• Experience (minimum of one year postgraduate preferred) working with collections of time-based media artworks, including those involving digitised and born-digital video, sound, slide and film, software, and live performance.</li> </ul> <p><b>Skills, Competencies, Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Familiarity with Mac and Windows operating systems.</li> <li>• Familiarity with video editing software (e.g., Premier, DaVinci Resolve), condition assessment software (e.g., QCTools), and playback hardware (including BlackMagic devices and legacy equipment) used in the condition assessment of audio-visual material.</li> <li>• Familiarity using a variety of common command-line tools (e.g. BagIt, Mediainfo, FFmpeg) and Python scripts used in metadata extraction and analysis, condition assessment, and archival ingest of file-based artwork components.</li> <li>• Experience working with artists and their assistants/representatives in the display and care of their work.</li> <li>• Experience creating written conservation documentation of time-based media artworks including related to condition and state, conservation intervention, and episodes of install and activation.</li> <li>• Experience conducting risk assessments and collection surveys.</li> <li>• Familiarity using collection management systems.</li> <li>• Excellent verbal, interpersonal, and written communication skills, and full English fluency.</li> <li>• Ability to organise own workloads and work independently towards the completion of tasks and to meet deadlines.</li> <li>• Demonstrable research, critical thinking, and problem-solving skills.</li> <li>• Ability to follow and apply professional and local procedures and guidelines.</li> <li>• Ability to operate effectively in a busy environment and work co-operatively in a team and collaboratively across the wider community.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to adopt a flexible approach and adapt to new working practices as necessary.</li><li>• High level of accuracy and attention to detail.</li></ul>
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**This role profile is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The role profile may be reviewed in the light of new structures and / or the changing needs of the Museum. All employees are required to be compliant with IMMA's screening, security and Garda vetting procedures.**

**Signed:** \_\_\_\_\_ **Print Name** \_\_\_\_\_  
**Employee**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_  
**Manager**

**Date:** \_\_\_\_\_