

IMMA

ROLE PROFILE

TIME-BASED MEDIA ART CONSERVATION FELLOWSHIP



ROLE PROFILE

Job Title:	Time-Based Media Art Conservation Fellowship
Reports To:	Collections Manager and Senior Registrar
Location:	IMMA, Military Road, The Royal Hospital Kilmainham, Kilmainham, Dublin 8
Key Terms:	
<p>This Fellowship is part of the Heritage Council's Conservation Internship Programme, which supports early-career conservators through placements in leading Irish Cultural Institutions.</p> <p>The scheme is co-funded by the Heritage Council and IMMA for a period of one year only and will be funded at a rate of €37,544.00 per annum, 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>	
Role Purpose	<p>This 12-month Fellowship is part of the Heritage Council of Ireland's Conservation Internship Programme, which promotes best practice in conservation and supports the next generation of professionals.</p> <p>At IMMA, the Fellow will work with the Collection team to support the care, documentation, and display of approximately 120 time-based media (TBM) artworks. These include video, sound, film, software, and performance-based works. The role will involve hands-on conservation tasks, research, and the development of procedures and infrastructure to support the long-term preservation of TBM works.</p>
Key Responsibilities	<ul style="list-style-type: none"> • 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. • Support AV and Collection team in preparing TBM Collection works for exhibition and loan, including performing condition assessments and completing 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. • Create compressive written conservation documentation of installed/activated TBM Collection works. • Support Collection team and IT in relation to dedicated TBM server storage and back-up management.

	<ul style="list-style-type: none"> • Work with existing acquisition and exhibition process lines, procedures, and workflows, and contribute to their ongoing development and implementation. • 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. • Identify and propose individualised artwork preservation plans, and work with IMMA staff and external contractors to conduct and document conservation interventions. • Conduct original research related to the TBM Collection and its conservation, and disseminate research through IMMA Magazine and other public programming.
Other Responsibilities	<p>Development and Reporting Requirements:</p> <ul style="list-style-type: none"> • Provide short written updates or attend meetings with the Heritage Council. • Submit a final summary report at the end of the internship. • Present their work at the Heritage Council's Conservation Winter Seminar. • Participate in IMMA's education/outreach programmes and National Heritage Week. • Be available for other Heritage Council events or workshops as agreed. <p>Publication:</p> <ul style="list-style-type: none"> • Interns will be encouraged to prepare a research paper or article for publication in a professional journal and engage with professional bodies such as ICRI <p>Acknowledgement and Licensing:</p> <ul style="list-style-type: none"> • All outputs (reports, publications, presentations) must acknowledge the Heritage Council's support and include its logo. IMMA will license the Heritage Council to use these materials for educational or promotional purposes with appropriate credits. <p>General:</p> <ul style="list-style-type: none"> • 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. • Be open and accepting of necessary change, learning and innovation; change behavioural style or method of approach when necessary to achieve a goal. • Maintain a professional and friendly environment with visitors, colleagues and supervisors. • Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures. • Ensuring adherence to HR requirements and procedures. • Ensure that you are familiar with all computer systems. • Communicate with your Manager on any issues that relate to the museum and ensure that the name of IMMA is not brought into disrepute. • Be highly motivated to succeed and driven at all times.

	<ul style="list-style-type: none"> • Complete all necessary tasks and fulfil all commitments made to your team, colleagues and manager on time and without supervision. • Managing one's time and resources to ensure that work is completed by correctly prioritising information and tasks. • Be a positive ambassador of IMMA and promote IMMA at all times. <p>Health & Safety</p> <ul style="list-style-type: none"> • Maintain a working environment in line with Health & Safety legislation. • Attend Health and Safety training as required. • Adhere to all policies and procedures including safety guidelines. • 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. • Recognise risks in operational and museum activities and then proactively apply the right measures and processes to control and manage those risks. • Report any locations of potentially dangerous materials to your Manager. • Report all accidents and incidences to your Manager. • Ensure that the security of the museum is maintained in terms of the security guidelines.
Learning Outcomes	<p>By the end of the Fellowship, the successful candidates will be able to:</p> <ol style="list-style-type: none"> 1. Gained hands-on experience in cataloguing, condition assessment, and conservation documentation of time-based media artworks. 2. Supported the preparation of artworks for exhibition and loan, including technical review and collaboration with artists, galleries, and estates. 3. Developed practical knowledge of digital preservation tools and workflows, including metadata extraction, archival ingest, and server backup systems. 4. Contributed to acquisition and exhibition workflows, helping to refine procedures and support long-term care of the collection. 5. Conducted and disseminated original research on time-based media conservation through IMMA Magazine and other professional platforms. 6. Acquired practical experience working within a national museum context and a multidisciplinary team. 7. Presented their work at the Heritage Council's Conservation Winter Seminar. 8. Prepared research for publication in professional journals and contributed to IMMA's public programming and outreach. 9. Engage with professional networks such as ICRI

Requirements	<p>Qualifications</p> <ul style="list-style-type: none"> • A postgraduate degree (MA or MSc) from an accredited fine art conservation training programme or a related discipline (e.g., audiovisual archiving and preservation), with demonstrable coursework in time-based media art conservation. • A minimum of one year's postgraduate experience (preferred) working with collections of time-based media artworks, including digitised and born-digital video, sound, slide and film, software, and live performance. <p>Technical Skills</p> <ul style="list-style-type: none"> • Proficiency with both Mac and Windows operating systems. • Familiarity with: <ul style="list-style-type: none"> • Video editing software (e.g., Adobe Premiere, DaVinci Resolve) • Condition assessment tools (e.g., QCTools) • Playback hardware (e.g., BlackMagic devices, legacy AV equipment) • Experience using command-line tools and scripts for digital preservation, including: <ul style="list-style-type: none"> • BagIt, MediaInfo, FFmpeg • Python scripts for metadata extraction, condition assessment, and archival ingest • Experience using collection management systems and digital asset management tools. <p>Conservation & Documentation</p> <ul style="list-style-type: none"> • Experience working directly with artists and their representatives to support the display and care of time-based media artworks. • Proven ability to create detailed conservation documentation, including: <ul style="list-style-type: none"> • Condition and state reports • Conservation interventions • Installation and activation records • Experience conducting risk assessments and collection surveys
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	<p>Communication & Collaboration</p> <ul style="list-style-type: none"> • Excellent verbal, written, and interpersonal communication skills. • Full fluency in English. • Ability to work independently and collaboratively within a multidisciplinary team. • Experience engaging with external stakeholders, including artists, galleries, and technical contractors. <p>Organisational & Analytical Skills</p> <ul style="list-style-type: none"> • Strong organisational skills with the ability to manage time effectively and meet deadlines. • Demonstrated research, critical thinking, and problem-solving abilities. • High level of accuracy and attention to detail. • Ability to follow and apply professional standards, procedures, and institutional guidelines. • Flexibility and adaptability to new working practices and evolving project needs.
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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: _____