**Role Title: Video Preservation Technician**

**Reporting to: Preservation and Technical Manager**

**Salary: £22,929 (Pay Point D)**

**Role purpose:**

This role is integral to the success of a funded project that will preserve a collection of over 300 videotapes in the Scottish Ballet Collection. The post holder will digitise analogue, obsolete video formats to the technical specification of the Moving Image Archive’s preservation and access programme and encode for a variety of access uses.

**Duties and Responsibilities:**

The postholder will work closely with technical colleagues in the Moving Image Archive to digitise UMatic, S-VHS and VHS video to the highest quality, working to clear project deadlines. Duties include:

* Digitisation of a variety of analogue and digital video formats, including master material and obsolete formats.
* Encode this material for a variety of uses, including access at the Kelvin Hall.
* Restoration of videotape and digital files using traditional and digital methods as required.
* Carry out quality control of the created preservation / access digital files.
* Create digital file back-ups with checksums and media metadata on tape or hard disk.
* Create and administer physical condition and conservation reports and maintain technical records databases, using Filemaker Pro database software.
* Transport film and videos from the archive master vaults at Kirkintilloch
* Assist in the delivery of the Divisional and wider Library preservation programme.
* Participate in disaster recovery planning and implementation if required
* Any other tasks that are reasonably required by the line manager

**Core Competencies**

**Delivering Results (Core)** – Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core)** – Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core)** – Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person Specification**

**Skills, abilities and knowledge**

***Essential***

* Good verbal and written communication skills
* Good interpersonal skills, with ability to play a positive role in teams, and in particular to build positive working relationships within a project team and with external stakeholders
* Good problem-solving skills
* Good ICT literacy
* Ability to work independently without close supervision, to be self-motivating and act with judgement and initiative
* Ability to deliver planned work to deadlines with the flexibility needed to respond to new demands
* Ability to cope with repetitive and meticulous work
* Knowledge of video editing software (e.g. Adobe Premiere / Final Cut Pro etc)

***Desirable***

* A relevant professional qualification or equivalent experience
* Awareness of current or historical Scottish film production and culture
* Understanding of collection care and security issues, and ability to handle vulnerable items with care

**Personal qualities**

***Essential***

* Enthusiasm and respect for historical and nationally significant collections
* Strong customer-focus with a desire to achieve consistently high standards of service
* Commitment to supporting the Library’s strategy and vision
* Consistently positive attitudes towards change and innovation
* Ability to quickly learn new equipment and software packages

**Experience**

***Essential***

* Knowledge of analogue and digital video equipment
* Editing of moving images using non-linear editing software

***Desirable***

* Experience of working with original historical materials or items requiring care and attention
* Experience of working in an audio-visual archive or environment
* Practical experience in film processes or handling of photographic material
* Experience of working in a preservation role or similar role in an audio-visual archive, library or similar organisation

**Further Information:**

Applications to be submitted via our recruitment site:

[http://www.the Library.engageats.co.uk/Welcome.aspx](http://www.nls.engageats.co.uk/Welcome.aspx)

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.