



## Post Specification

<b>Post Title:</b>	<b>Digital Photographer - Digital Repository of Ireland (DRI) Project</b>
<b>Post Status:</b>	2-year contract (full-time)
<b>Department/Faculty:</b>	Digital Resources & Imaging Service, Digital Systems and Services, Trinity College Library
<b>Location:</b>	Main Campus
<b>Salary:</b>	This appointment will be made on the secretarial salary scale at a point in line with current Government pay policy
<b>Closing Date:</b>	12 Noon on Tuesday 10 <sup>th</sup> September, 2013

The Library has the largest collection in Ireland with over six million printed volumes with extensive collections of journals, more than half a million maps and very large collections of manuscripts reflecting over four hundred years of academic development. More recently, it has established a collection of over 80,000 electronic journals and over 350,000 electronic books. It has been a legal deposit library for Ireland and the United Kingdom since 1801. The Library continues to add to its collections through purchases, private donations, acquisitions and as a library of legal deposit.

The Library's research resources include internationally significant holdings in manuscripts, early printed material, including music and more than half a million maps. Its collections and services support the College's research and teaching community of 17,000 students and academic staff.

Applications are invited for the post of Digital Repository of Ireland (DRI) Project Digital Photographer - Digital Resources & Imaging Services at the Trinity College Library Dublin. The appointee will join the Digital Resources and Imaging Services Team and be responsible for the digitisation of specific Library collections assigned to the Digital Repository of Ireland Demonstrator project. Imaging/photography activities will take place using a variety of digital capture software and hardware to relevant archive standards including preservation standards.

Applicants should have at least one years' experience as a Digital Photographer working in the digitisation of library, archives, museum collections, or other similar technical spaces. Proven experience working in a fast paced digital capture, or technical photographic studio environment is required, as is experience in the use of digital photographic equipment (35mm digital and multi-shot digital medium format), and scanning systems (flatbed and dedicated book scanning systems). A high level



of technical competence and functional experience will be necessary for the capture, management and post processing of high-resolution digital images.

### **Key duties and responsibilities**

- Digitise specific Library collections associated with the Digital Repository of Ireland Project including manuscripts and works of art using a variety of digital capture software and hardware to relevant digital standards, including long-term digital preservation standards.
- Provide high quality images through the application of photographic studio, digital capture, and digital post processing best practices.
- Maintain ongoing quality control through formal audit and inspection processes to ensure that the project output meets the Library's and the DRI Project's Digital Imaging Standards and Metadata Standards Policies.
- Handling of digital materials and their local care under Library best practices and guidelines.
- Workflow tracking and record keeping for digitised material.
- Maintain digital imaging, computer processing, and print output equipment including cleaning, servicing and software/firmware updating.
- Liaise with Project Metadata Cataloguer on metadata schemas and produce high-level technical metadata in accordance with library standards, including both administrative and technical metadata, and to advise on updates as they develop.
- Support the continual development, implementation, and refinement of digitisation work-flows and processes in coordination with Head of Digital Resources and Imaging Services, metadata cataloguer, programmer, and other digital imaging/photography staff. Compile reports and statistics as required.

### **Selection Criteria**

The selection criteria for the post are:

#### **Mandatory**

- A minimum of 1 years' experience as a Digital Photographer working in the digitisation of library, archives, museum collections, or other similar fast paced digital capture, or technical photographic studio environment;
- Excellent technical computer skills with a working knowledge of Mac and Windows based PC's in a cross platform networked environment;
- Experience with the following software tool sets; Adobe Photoshop (and other associated Adobe programs) and Microsoft Office;



- Experience with the following hardware systems (listed brands preferred or comparable systems); Canon high resolution digital camera systems, Hasselblad digital capture systems, dedicated book scanning systems, and Kodak flatbed digital scanning systems;
- Excellent material handling skills and proven experience managing fragile single-sheet, bound, or other special library/archive/museum materials;
- Direct participation with imaging project teams, including workflow management, quality audits, and imaging workflow problem solving.

### **Highly Desirable**

- Experience with the following software tool sets; Treventus ScanGate, Hasselblad Phocus, and Filemaker Pro;
- Adept at multitasking and comfortable working and learning in ambiguous environments characterised by regular updates and changes to systems, standards, technologies, and software.



## Shortlisting Criteria

Suggested Rating Scale: 1 - Inadequate, 2 - Marginal, 3 – Acceptable, 4 – Good, 5 – Excellent

<b>Criteria for Short-Listing</b>	<b>Mandatory / Desirable</b>	
Depth and breadth of previous experience as a digital photographer (minimum of 1 year) – as evidenced from CV and covering letter.	<b>M</b>	
Depth and breadth of experience in a specialist imaging services or similar environment, digitising Library, Archives or Museum collections – as evidenced from CV and covering letter.	<b>M</b>	
Depth and breadth of practical IT skills (including a working knowledge of MACm MS Windows, Adobe Photoshop and MS Office) – as evidenced from CV and covering letter.	<b>M</b>	
Level of experience with hardware systems; including, high resolution digital camera systems, digital capture systems, dedicated book scanning systems, and flatbed digital scanning systems.	<b>M</b>	
Level of competency in handling skills and proven experience managing single-sheet and bound material – as evidenced from CV and covering letter.	<b>M</b>	
Depth and breadth of experience in image management, and the implementation of metadata standards – as evidenced from CV and covering letter.	<b>M</b>	
Project management experience – as evidenced from CV and covering letter.	<b>M</b>	
Written communication skills (as demonstrated via CV and covering letter).	<b>M</b>	
Depth and Breadth of experience with software tool sets, including; Treventus ScanGate, Hasselblad Phocus, and Filemaker Pro; Adobe Photoshop (and other associated Adobe programs) and Microsoft Office	<b>D</b>	
Evidence of strong people skills; team working, flexibility, ability to work under pressure, organisational skills etc. (from CV).	<b>D</b>	
<b>TOTAL</b>		



## Trinity College Dublin

Founded in 1592, Trinity College Dublin is the oldest university in Ireland and one of the older universities of Western Europe. On today's campus, state-of-the-art libraries, laboratories and IT facilities, stand alongside historic buildings on a city-centre 47-acre campus.

Trinity College Dublin offers a unique educational experience across a range of disciplines in the arts, humanities, engineering, science, human, social and health sciences. As Ireland's premier university, the pursuit of excellence through research and scholarship is at the heart of a Trinity education. TCD has an outstanding record of publications in high-impact journals, and a track record in winning research funding which is among the best in the country.

TCD has developed significant strength in a broad range of research areas including the 18 broadly-based multi-disciplinary thematic research areas listed below.

Sustainable Environment	Next Generation Medical Devices	Identities in Transformation
Smart and Sustainable Cities	Creative Technologies – Digital Media, Arts and Entertainment	International Development
Cancer	Neuroscience	Immunology and Infection
Nanoscience	Telecommunications	Creative Arts Practice
Inclusive Society	Mathematics of Complexity	Intelligent Media and Human Communication
Ageing	International Integration	Digital Humanities

Its current flagship interdisciplinary research institutes are in areas such as biomedical science, arts and humanities, neuroscience, international integration studies, and nanostructures and nanodevices. The construction of Ireland's first purpose built nanoscience research institute, CRANN, was opened in January 2008, which houses 150 scientists, technicians and graduate students in specialised laboratory facilities.

The building also includes an innovative public venue, the Science Gallery. In 2011, it received the Shorty Award for Best Cultural Institution on Twitter globally and the Irish Web Award for Best Education and Third Level Website. These joined a list of awards that includes European Museum of the Year Award – Special Commendation 2010 and National IT award for best use of technology in education, 2009.



The recently opened Trinity Biomedical Sciences Institute (TBSI) is an unprecedented development for Biomedical Research in Ireland, both in terms of scale and ambition. It provides a facility for TCD to continue its upward trajectory in both basic and translational research programmes, notably in the areas of Immunology, Cancer and Medical Devices.

The Library of Trinity College is the largest research library in Ireland and is an invaluable resource to scholars. In addition to purchases and donations accrued over four centuries, the College has had 200 years of legal deposit. By this right Trinity can claim a copy of every book published in Ireland the UK. The Library has over 4.25 million books, 22,000 printed periodical titles and access to 60,000 e-journals and 250,000 e-books. The Library's research resources also include internationally significant holdings in manuscripts (the most famous being the Book of Kells), early printed material and maps. Its collections and services support the College's research and teaching community of 15,000+ students and academic staff.

Trinity continues to attract intellectually strong students from Ireland and abroad. More than half of its incoming undergraduates have earned in excess of 500 out of a maximum 600 points in the national Leaving Certificate examination. The accessibility of a Trinity education to all students of ability is also very important. Trinity College was the first university in Ireland to reserve 15% of first year undergraduate places for students from non-traditional learning groups – students with a disability, socio-economically disadvantaged students as well as mature students. The College has met its target in this respect. There is also an exciting international mix of its student body where 16% of students are from outside Ireland and 40% of these students are from outside the European Union. TCD students also have an opportunity to study abroad in other leading European universities through Trinity's partnership agreements.

Students also benefit from a scholar teacher model where they have the opportunity of being taught by world-leading experts in their field. Interdisciplinarity forms a key element in the College strategy in increasing Trinity's international standing as a research-led university.

Many of Trinity College Dublin's alumni have helped shape the history of Ireland and Western Europe. They include author, Jonathan Swift, philosopher, George Berkeley, political philosopher, Edmund Burke, wit and dramatist, Oscar Wilde, historian, William Lecky, religious scholar, James Ussher, scientists, John Joly, George Johnstone Stoney, William Rowan Hamilton and physicians, William Stokes and Denis Burkitt.

Two of Trinity College's alumni have won Nobel prizes – Ernest Walton for Physics in 1951 and Samuel Beckett for Literature in 1968. The first President of Ireland, Douglas Hyde was a graduate as was the first female President of Ireland, Mary Robinson.



### The Selection Process in Trinity

- The Selection Committee (Interview Panel) will include members of the Academic community together with an External Assessor who is an expert in the area.
- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us immediately and prior to the closing date/time.
- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.
- Outcomes of interviews are notified in writing to candidates and are issued **no later than 5 working days** following the selection day.
- The College's selection methods may consist of any or all of the following:
  - Interviews
  - Presentations
  - Psychometric Testing
  - References
- It is the policy of the College to conduct pre-employment medical screening/full pre-employment medicals.
- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

### Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.



## **Pension Entitlements**

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

## **Application Procedure**

Candidates should submit a cover letter together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) **[by e-Recruitment:](#)**

**APPLICATIONS WILL ONLY BE ACCEPTED BY [E-RECRUITMENT](#)**

If you have any query regarding this, please contact:

Ruth Keenan, Recruitment Officer, Human Resources, House No. 4, Trinity College  
Dublin

**Tel: +353 1 896 1118**

**Email: [ruth.keenan@tcd.ie](mailto:ruth.keenan@tcd.ie)**