



Chester
Beatty

Employment Information Package

Digital Services & Online Resources Assistant

Job Title: Digital Services & Online Resources Assistant
Contract status: Permanent, subject to probationary period, full-time
Grade: Clerical Officer
Reports to: Digital Curator, Chester Beatty
Location: Chester Beatty, Dublin Castle, Dublin, D02 AD92, Ireland
Date: May 2023

The Chester Beatty

Welcoming over 430,000 visitors each year, the Chester Beatty (CB) contains a world-famous collection of manuscripts, prints, miniature paintings, early printed books and objets d'art from countries across Asia, the Middle East, North Africa and Europe. The collection is principally focused on the written word and its associated painted and printed images.

One of Ireland's National Cultural Institutions, the CB is a public charitable trust established under the will of the late Sir Alfred Chester Beatty and is governed by a Board of Trustees.

Over 6,000 individual items, mainly manuscripts and single-page paintings and calligraphies, make up the Islamic Collections. This includes more than 260 complete and fragmentary Qur'ans, the earliest dating from the eighth and ninth centuries and including the work of the leading calligraphers of the Islamic world.

Treasures from the Western Collections include rare Biblical papyri, dating from the second to the fourth centuries – these are some of the earliest sources on papyrus for the bible; and Armenian and Western European manuscripts from medieval, Renaissance and modern times.

The East Asian Collections include albums and scrolls from China, the largest collection outside of China of jade books from the Imperial Court in the 18th century – as well as a large collection of textiles and decorative objects. The Japanese holdings contain many superb hand-painted scrolls from the seventeenth and eighteenth centuries, and woodblock prints by Hiroshige and Hokusai, among others.

For more information on the CB, its holdings and a full schedule of events and activities please visit www.chesterbeatty.ie.

Summary Job Purpose

Led by the Head of Digital and directly reporting to the Digital Curator, the Digital Services & Online Resources Assistant will be responsible for the general support of the museum's public facing online resources and for the delivery of Chester Beatty images and appropriate licences to a variety of end users.

In the lifetime of our current Strategic Plan 2021-2024, the Chester Beatty is committed to making the collections and the museum's public programme of events available online. Hand-in-hand with this is the in-house digitisation of the collections, which is currently underway. In addition to creating and preserving digital content, the museum will seek to make this content available in the most accessible and appropriate ways, given its resources.

The Chester Beatty is a collaborative organisation and the global nature of the collections is reflected in our multicultural and intercultural programming. The successful candidate will be an energetic and self-motivated individual with a passion for the arts and excellent interpersonal skills. They will form part of a small but dynamic team with the flexibility to adapt to the museum's constantly changing environment.

Key Responsibilities

- Support the addition of new content into the museum's website mobile application and their associated services
- Facilitate the creation of new web pages from within the current website and mobile application design frameworks
- Work with the Head of Digital and the external developers to address any discovered bugs or to provide any significant updates to website or mobile application infrastructure
- Be responsible for the timely input of event and booking information into our website and mobile applications to support the museum's public programme of events
- Implement changes to information graphics displayed in the museum on digital signage
- Manage external photographic and reproduction rights requests, from initial contact to image and license delivery
- Manage new digital imagery orders and associated licenses for external and internal use and be responsible for the delivery in an efficient and timely manner
- Catalogue new and existing photographs via the Digital Assets Management System (Extensis Portfolio) and Collections Management Databases (Adlib)
- Support the ingest of new digital images into the Goobi Viewer online repository system
- Edit digital images, co-ordinate caption entries and manage delivery of content for display through a number of online platforms
- Advise staff on copyright issues in relation to both CB and non-CB images
- Provide images for press, publicity, CB Social Media, and CB publications as required
- Participate in the museum's digitisation projects, including the development of policies and strategies for same

- Support the application of the digital workflow management tool (Goobi) and its associated online digital repository (Goobi Viewer), in both its day to day use as well as in the implementation of new organisational workflows
- Assist with both internal and external digitisation initiatives and activities as needed
- Train staff in the use of DAMS and other relevant software and provide support to individual users when necessary
- Descriptive markup of 3D virtual walkthroughs (Matterport)
- Other relevant duties assigned to you from time to time by Management.

Person Specification

Essential Requirements

- Educated to degree level in a relevant discipline in the Arts, Humanities or Information Sciences
- Proficiency in MS Office, Adobe Photoshop, image editing and experience working with DAMS or similar database systems
- Working knowledge of WordPress backend website infrastructure
- Technical proficiency and the ability to quickly learn new software and digital services infrastructures
- Demonstrated ability to work accurately and pay attention to detail
- A proven flexible approach, ability to work as part of a multi-disciplinary team and on own initiative
- Strong interpersonal skills, with the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts
- An interest in and commitment to the work of the Chester Beatty

Desirable Requirements

- Additional qualifications or experience in related fields, museology, archives, librarianship or collections management
- Experience working in the museum/arts sector
- Knowledge of Irish and EU copyright legislation and associated systems
- Proficiency with the use of website back-end services
- Working knowledge of Adlib or a comparable collections management system
- Working knowledge of the Goobi digital workflow management system
- Knowledge of the collections of the Chester Beatty
- Experience of providing training to colleagues
- Museum/library/archive collections handling experience
- Additional language skills

Salary

An incremental salary scale applies (Clerical Officer PPC) and all new entrants from outside the Irish public/civil service will be required to commence employment at the minimum point

of the scale which is €27,132 per annum. They will also be required to join the Single Public Service Pension Scheme.

Different terms and conditions may apply if the appointee is an existing public servant, in accordance with agreements in place at the time of appointment and subject to approval of the Department of Public Expenditure and Reform.

Annual Leave

The annual leave allowance will be 22 working days a year, subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week and is exclusive of the usual public holidays.

Conditions

- The post will be subject to satisfactory Garda clearance, a medical check and a probationary period of one year.
- This is a full-time position which will average 43.25 hours gross/35 hours net per week.

Application Instructions

To apply, interested candidates should submit a cover letter expressing interest in the position and outlining relevant experience, together with a complete curriculum vitae and the names and contact information (mail, e-mail and telephone numbers) of two professional references by email to Mary Corless, HR Manager at personnel@cbl.ie with "Digital Services & Online Resources Assistant" in the subject line.

Closing date for receipt of applications is 5pm on Friday 23 June, 2023

Canvassing will disqualify.

Referees will not be contacted until the search committee has informed the candidate of doing so.

***The Chester Beatty is an equal opportunities employer.
We welcome applications from people with disabilities and can make arrangements to accommodate candidates with disabilities at interviews.***

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a recruitment competition with Chester Beatty, we record your name and contact details. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit your request by email to: dataprotection@cbl.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). The Chester Beatty Privacy Policy can be found on the website at [The Chester Beatty Library – Privacy Policy | Chester Beatty](#)

Please note: All data received relating to the application will be held in line with the museum's record retention and data protection policies.