

ROLE DESCRIPTION

ROLE TITLE: Audio and Film Preservation Officer

CLASSIFICATION: OPS4

ROLE NUMBER: M00291

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: State Library of South Australia

BUSINESS UNIT: Collection Storage & Care

REPORTS TO: Audio-visual Preservation Coordinator

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE:

The Audio and Film Preservation Officer exercises responsibility for the long-term preservation of the State Library's published and archival cultural heritage audio, film and video collections for public use through the specialised and expert use of current and obsolete audio visual playback equipment, format specific digitising systems and digital editing techniques. The position provides a range of advice and support to internal and external stakeholders and also applies expertise in maintaining and resolving equipment and technology issues related to audio, film and video preservation and production.

KEY OUTCOMES OF ROLE:

1. Undertake specialist audio, film and video preservation activities and services including exercising a very high level of practical skill and expertise to identify the formats and characteristics of analogue and digital sound and moving images recordings and following best practices in managing media degradation.
2. Utilise highly complex audio, film and video digitising systems, in conjunction with a wide range of obsolete playback equipment, including critical decision making during audio and moving image capture, and ensuring high levels of quality control at all stages of production.
3. Perform post-processing functions consistent with best archival practice including preparing media files and metadata for ingest into the digital preservation system.
4. Contribute to the continuous improvement and documentation of standards, procedures and workflows
5. Exercise a very high level of practical skill, quality control and expertise to create audio recordings from live sources, and to produce high quality audio and moving image content for exhibition, web publication and broadcasting.
6. Contribute to the efficient day-to-day operation and maintenance of the Audio and Film Studios including managing the stock of professional field recording equipment, identifying and resolving equipment faults and liaising with local, interstate and overseas external technical service providers as required.
7. Achieve annual productivity goals including comprehensive monthly production statistics, delivering reformatting projects to agreed time-lines, and providing technical support for complex customer orders.
8. Provide expert advice and specialised training to Library staff, volunteers, potential donors, other cultural institutions and tertiary students of library and archival management in relation to identifying, previewing and preserving access to obsolete audio, film and video formats, effective use of professional field recording equipment, and future directions in audiovisual preservation.
9. Investigate and test new and obsolete equipment, technologies and vendors, provide advice and recommendations to senior staff to support purchasing decisions which enable sustainable digitising and online delivery of audio and moving images.
10. Implement relevant procedures to ensure the security of work areas, original material, systems and equipment.

KEY RELATIONSHIPS / INTERACTIONS:

- Works closely with a range of State Library staff for workflow efficiencies and to provide professional development, Collection teams to ensure common understanding of reformatting options and outcomes and Exhibitions group and Marketing team to ensure access to files and advise on delivery format options.
- Application support – to ensure the integrity of digital assets and to collaborate on software and firmware upgrades and other network and storage dependencies.
- Professional and community-based oral history practitioners – to ensure best practice use of the State Library's professional field recording equipment
- External clients – to ensure high level customer service.
- Colleagues at the National Film and Sound Archive and other national collecting institutions – for advice, collegiate exchange and professional development.

SPECIAL CONDITIONS:

- Accurate hearing and colour vision is a requirement to fulfil the responsibilities of the position.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- Driving may form part of this role and engagement may be subject to completion of an Annual Drivers License Checklist, attaching a copy of a current drivers license. A renewal will be required every 12 months.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - National Police Check (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- Demonstrate very high level of skills and experience in sound recording and/or filming techniques and identifying, handling and conserving a wide range of analogue and digital audio, film and video formats to preservation standards.
- Demonstrate a very high level of knowledge of and expertise in operating, troubleshooting and maintaining a range of current and legacy sound recording, film and video playback and digitising equipment and information technologies including editing software.
- Knowledge of audiovisual history and preservation principles and ethics, including those relating to preservation practices and an understanding of copyright requirements.
- Highly developed critical listening and visual inspection skills, and sound verbal and written communication, presentation and research skills to liaise with a broad range of people to achieve successful outcomes and provide specialist advice in relation to preserving access to legacy audio, film and video formats.
- Proven ability to work under general direction, collaborate and operate positively as a member of a team, organise and prioritise work to meet tight deadlines, and perform tasks with a high level of accuracy, attention to detail and efficiency often in an environment of conflicting demands.
- Demonstrate an understanding of electronics and an ability to interpret audio, film and video equipment specifications for suitability, compatibility, correct operation and provide training and relevant advice.
- Ability to research, develop and implement new and improved technical workflows, solutions and systems to meet current and future demands for audio, film and video preservation programs.
- Desirable: Qualifications in audio engineering, film making and/ or appropriate qualifications in audiovisual preservation.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained