

### **The Swiss Film Archive,**

a private foundation based in Lausanne with the following mission:

- to collect and preserve film archives, regardless of their origin
- to ensure the growth, conservation, restoration and presentation of its collections
- to establish a national museum and a center for film studies
- to serve the public interest

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## **Head of Digital Archiving (80%)**

Your responsibilities within the Collection Conservation, Digitization and Restoration Department:

- In cooperation with the Acquisition & Documentation and IT departments, carrying out and monitoring data archiving within the secure preservation storage system
  - Managing digital archival deposits (identification, documentation, technical compliance checks, data preparation and organization)
  - Launching and monitoring ingest and export processes
  - Implementing or updating procedures
  - Contributing to the ongoing data migration strategy
  - Identifying, reporting and documenting errors, and proposing solutions
- Product Owner of the internally developed digital preservation software solution:
  - Identifying business and operational needs; analyzing and evaluating feedback from domain experts
  - Acting as a liaison between operational teams and the IT development team
  - Coordinating and drafting new requirements in accordance with international documentation and digital archiving standards and recommendations
  - Contributing to the planning of new developments
  - Acting as the main point of contact for operational teams
- Scientific and administrative supervision of staff within the unit:
  - Team management (data managers and digital archivists)
  - Definition of objectives
  - Supervision of professional training within the unit
- In cooperation with other departments of the Heritage Division, planning and coordinating the unit's activities:
  - Strategy, task organization, monitoring and reporting
  - Establishing processes and defining or adapting workflows and procedures
- Active collaboration with other units of the department (analog conservation and digitization)
- Scientific and technical oversight of the unit, including technology and standards monitoring

### **Your profile:**

- Master's degree in Archival Science, Library and Information Science, with a specialization in digitization and digital archiving, or equivalent training or experience
- Excellent job-related IT skills
- Advanced knowledge of standards and best practices related to the digital archiving of textual, visual, audiovisual and film materials
- Strong organizational and planning skills
- Proven experience in digital archiving (minimum of 3 years)
- Experience in team management
- Experience in project management
- Ability to manage stress and handle multiple tasks simultaneously
- Fluency in French, German and English
- Proficiency in standard office software

### **The Swiss Film Archive offers:**

- A permanent position in a cultural institution of national and international significance
- Work within a dynamic and committed team
- A modern and pleasant working environment
- An interesting and varied role

**Place of work:** Penthaz (VD), Switzerland  
**Start date:** May 1, 2026, or by mutual agreement  
**Contract type:** Permanent position  
**Application:** By email to [rh@cinematheque.ch](mailto:rh@cinematheque.ch)  
**Application deadline:** March 1, 2026