

MG



ALBA

RECRUITMENT PACK

CONTENTS

WELCOME MESSAGE	3
OUR WORLD	4
OUR VALUES	5
JOB DESCRIPTION	6
ADVERTISEMENT AND INSTRUCTIONS FOR APPLICATION	9



A word from our Chief Executive...

We are seeking a **Digital Media Archivist Trainee** (24-month fixed-term contract) to join our Operations team in Stornoway.

In this role, you will play a key role in preserving our physical media archive. Learn the ins and outs of managing Gaelic content as part of a fast-paced operations team, helping deliver high-quality broadcast assets across the channel and its platforms.

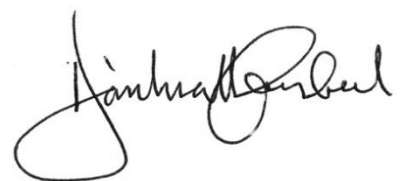
You will gain hands-on experience building expertise in Gaelic media asset management by organising, digitising, preserving, and maintaining high-quality, accessible archives and metadata, working to become proficient in Media Asset Management systems.

Be part of keeping Gaelic at the heart of everything we create, helping preserve its stories, language, and culture for generations to come.

Within this pack you will find the job description, job advert and instructions for application.

If you have any disability, access, or inclusion requirements, please let us know. Our team will be happy to make any reasonable adjustments you need to take part fully in the recruitment process.

We look forward to receiving your application.



Dòmhnall Caimbeul
18/05/2026



MG ✦
ALBA

GAELIC FOR EVERYONE
WHEREVER YOU ARE

BBC ✦
ALBA

FILMG ▶▶

Learn
Gaelic

Speak
Gaelic



OUR VALUES

CREATIVITY

We enable the creation of high-quality Gaelic content.

AUDIENCE

We are informed and inspired by our audience.

AMBITION

We strive for and deliver excellence.

PARTNERSHIP

We achieve through collaboration.

RESPECT

We listen; we encourage; we are fair.

Digital Media Archivist Trainee

Job Title	Digital Media Archivist Trainee	Grade	A4	Weekly Hours	37
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Location **Stornoway**

Salary Range **£25,292 - £28,438**

Accountable to **Media Assets Manager**

Purpose To extend MG ALBA's skills and knowledge in media preservation, cataloguing, and enabling discovery of Gaelic media content for use and reuse across all platforms.

Working Relationships The post holder is part of the Publishing Team and will report to the Media Assets Manager and work with the wider Publishing Team as well as the Creative Team.

Objectives

- Attain extensive knowledge of Gaelic media content, storage and retrieval.
- Organise, catalogue, and preserve diverse media materials to maintain accessibility and longevity.
- Maintain digitization process of physical media, ensuring proper handling, quality control, and storage of digital assets.
- Consolidate database, ensuring metadata is accurate and accessible for all colleagues.
- The candidate will develop into a proficient Media Asset Management (MAM) superuser, gaining extensive expertise in archive management, including a placement rotation at an external archive facility to build practical, hands-on experience.

Key Tasks

- Assist with media management of files and other DPP related processes within BBC and MG ALBA systems, ensuring all file-based content conforms to pre-agreed standards.
- Perform routine tasks related to media archiving under the supervision of senior staff.
- Assist in providing support for internal and external requests for media content, providing appropriate access when necessary.
- Dealing with enquiries relating to accessing content held in archive and library collections – both physical and digital assets
- Stay up to date with advancements in archival technologies and practices.
- Ensuring that Archive policies, standards and guidelines are adhered to, promoting best archiving practice both internally and externally.
- Commit enthusiastically to professional development, use of Gaelic in the workplace, objective setting through OKR's.
- No prior knowledge of systems will be required as training will be given. There will also be opportunity for placements at other Stakeholder Digital Libraries.

Operations Team

- Ingest of Media
- Archiving and logging of all Media Assets
- Technical support to operations team

Quality & Standards

- Ensure compliance with Health & Safety legislation and best practice
- Ensure MG ALBA equipment is in good working order at all times
- Ensure that reasonable needs of external clients are always met
- Ensure recording of studio programming is carried out in a professional manner

Core Skills

The post holder should possess the following skill sets and competencies:

Essential

Desirable

Qualifications / Experience

National 5's, with one numeric and one science subject **or** demonstrable experience in Information Technology

Any previous part-time, placement or voluntary experience

Knowledge

Interest in preserving cultural heritage and historical media

Knowledge of or willingness to learn about media preservation standards and procedures.

Skills

Good IT and administrative skills

Excellent organisational and planning skills.

Methodical approach to work and strong attention to detail.

Excellent interpersonal and communication skills (verbal and written).

Ability to prioritise workload, capability of working to tight deadlines and under pressure

Ability to use own initiative and work unsupervised.

Ability to problem solve as required and anticipate issues and provide solutions/ recommendations

Language Requirements

Gaelic Level B1 [FICE](#)
Speaks Gaelic at level B1 or higher)

Behavioural

Work well with other people and operates in productive partnerships with other team members and third parties

Ability to build and maintain first class working relationships within MG ALBA and externally with clients, suppliers and partners.

Duration:

Fixed Term 24 Months

Advert

Thig còmhla rinn / Join us!

We are recruiting! As our **Digital Media Archivist Trainee**, you will play a key role in our supportive Publishing Team, helping to organise and preserve Gaelic media content for use and reuse across all our platforms.

This is a great opportunity to get started in your career, gain hands-on experience, learn new digital skills, and build a strong foundation in media and archiving. Working closely with our Media Assets Manager and wider team, you will be involved in the day-to-day running of our media archive and learn how everything works behind the scenes.

Although no previous experience is needed, to be successful in this role, you should be a fluent Gaelic speaker with an interest in our cultural heritage and excellent communication and planning skills. We will provide full training and support to help you develop your skills and confidence. You will also have the chance to learn from experienced colleagues and gain valuable insight into how digital media is managed, preserved and shared.

You will be joining an organisation right at the heart of Gaelic media, helping us protect our culture and share it with audiences in meaningful and exciting ways.

Alongside a competitive salary, you'll also have access to range of benefits, which include:

- Contributory pension scheme – 10% Employer contributions, additional 5% if matched.
- 31 days annual leave + 6 days public holidays (pro rata)
- Gym membership opportunities
- Family-friendly & flexible working practices
- Cycle to Work Scheme
- Working for an employer who has been awarded Investors in People (Gold), We Invest in Wellbeing (Standard) and Investors in Young People (Gold)

Closing Date for applicants: **Monday 1st June 2026 5pm**, late applicants will not be accepted.

Instructions for Application:

Please send your CV and covering letter to hr@mgalba.com explaining why you should be considered and your understanding of how you can successfully fulfil the position. We also welcome applications in alternative creative formats, including video submissions.

Interested in a career in media and using your Gaelic? Get in touch for an informal chat – we would love to tell you more.

MG



ALBA

MÒRAN TAING!

