



## FULL CIRCLE PROJECT

### Job Description/Person Specification

Curator: Community and Acquisition

Salary c. £20,000 p.a. Full time, fixed term to September 2012

#### Background:

*Note: We use the term film as a generic for all forms of moving images*

The Media Archive for Central England (MACE) is the regional moving image archive for the East and West Midlands. Our responsibility is to select and acquire exemplars of the moving image culture of the two regions and to build and maintain in perpetuity a collection which reflects the Midlands through the moving image.

Further, it is our responsibility to work proactively to connect people with this heritage through exhibition, education and other means.

The Full Circle Project seeks to engage communities across the East and West Midlands with their screen heritage and in so doing enrich the core regional resources and those available within the community.

The structure of the activity of the **Full Circle** project is to contact community groups and community archives; to discuss with them the importance of film and videotape as part of the local historical record; to provide them, where we can, with examples of local material from the MACE archive to enrich their community collections; to devise with each a plan for conducting a search for film; to work together with the material they find so it can be identified and assessed and catalogued and to address the issues of copyright; to bring material into the regional archive to ensure its long term preservation and wider accessibility; to work with the communities to get copies of the material back into the communities in a contextualised and accessible form; to advise on the development of web based opportunities for streaming the content as part of established local resources; to build a web site specifically to use this material in an educational context; to work with the BBC to develop

programmes and web based materials from the material; the BBC will also work with the local communities on the development of programme materials where possible and if appropriate local material is discovered; to transfer skills in the long term cataloguing, curation and care of the moving image materials in the community.

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#### **Job Description**

Main tasks: To work with the senior curator to develop relationships with partner organizations and provide support and assistance in their film searches. To work with partners to assess, catalogue and return material to the community.

#### **Detailed job functions:**

- To develop partnerships in local communities and to directly liaise with those in one region (East or West Midlands)
- To research and undertake events in the community to reveal the value of film as record in local and/or community history
- To work with partners on the development of film search projects
- To support partners in the film search process
- To work with partners in reviewing material uncovered
- To formally acquire material into MACE where appropriate
- To determine and agree the copyright status of material
- To liaise with the technician regarding copying of originals to usable formats
- To work with partners on the preparation of material to return to the community
- To make final presentations at the end of the project
- To make regular reports to the project board

#### **Person specification:**

Though some knowledge of film and videotape is very desirable, we do not expect that applicants will necessarily have worked in this sector previously or have any specific film/videotape knowledge.

The fundamental element of this role is to engage and support communities and individuals in those communities through their own projects to discover history through the filmed materials which reside in that community – most likely in private hands as home movies. **Experience of working with communities and individuals, probably in an arts or wider cultural setting is essential.**

**A clear and communicable understanding of the importance of history in a community context is a key attribute for the successful candidate.**

**A clear understanding of the place of the moving image as historical or educational resource is also essential.**

The successful candidate will display a sympathetic understanding of the work of the archive and must show that they are alive to the sensitivities that many potential depositors may have to their

material being placed in a public collection setting. **Experience of undertaking delicate negotiation is therefore also very desirable.**

The successful candidate will be one of the principal public faces of the MACE. **Candidates must therefore display excellent presentational skills, have an excellent telephone manner and be able to write well.** Candidates should therefore pay attention to the presentation of their application and should be aware that they will be required to make a presentation if called for interview.

**The ability to work without supervision and to meet deadlines and targets and deliver successful outcomes is essential.**

The successful candidate will need to be able to make arrangements to travel widely and regularly around the midlands to meet with the communities they are working with.

The role will involve evening and weekend work for which time off will be given in lieu.

- i. Hours 36.5 per week
- ii. 25 days annual leave

**Additionally:**

MACE is a small organisation which, by its nature, delivers a wide range of activity. Though the focus of the work is on the delivery of the funded project, the successful candidate will be a crucial part of MACE's staff team. **To be a team player who can work flexibly and closely with colleagues in the archive as well as being able to deliver their own targets is therefore an essential attribute.** The successful candidate will be expected to take an active part in all aspects of MACE's work where necessary and appropriate.

We would expect candidates to be **educated to degree level or have appropriate experience.**

**Computer literacy is expected.** MACE operates in a PC environment. Familiarity with MS Office is essential.

*Note: The role of the curator and senior curator are in many ways similar in their day to day functions. The Curator post does not carry the wider project management responsibilities of the Senior Curator.*

**Closing date for applications: 5pm. April 6<sup>th</sup> 2010 and should be submitted electronically to MACE's Director James Patterson at [jmp42@le.ac.uk](mailto:jmp42@le.ac.uk)**

**Interviews are planned for week beginning April 26<sup>th</sup> 2010**