



FULL CIRCLE PROJECT

Person Specification

Preservation and access technician

C. £20,000pa Full time fixed term to September 2012

Background:

The Media Archive for Central England 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 purpose 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 local 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.

Preservation and Access Technician

Job Description

Main tasks: To develop and maintain the range of film and video equipment needed by the archive to undertake its work; to be responsible for the preparation of film materials and the transfer from film to new formats; to be responsible for the physical wellbeing of the collections

Detailed job functions:

- To incorporate the new equipment into the transfer suite making any appropriate changes to the existing set up.
- To maintain and ensure the efficient running of the film and videotape and digital moving image equipment at MACE
- To establish procedures to control work flows
- To advise on the development of the suite of equipment
- To prepare film and tape materials for transfer to new formats
- To undertake transfer to new formats as required, with due recognition of the need to observe deadlines
- To prepare material from the collection for upload onto the web site
- To develop a systematic programme of review of the condition of the collections
- To undertake examination of the physical materials
- To maintain technical records of the collection
- To oversee storage of the collections

Person specification:

The project responsibilities of this post are the wellbeing of the collections, the development and maintenance of a set of film, video and digital equipment and the making of new sub-master and access copies from archive originals. The project will be purchasing Flashscan HD and Flashtransfer equipment from MWA-Nova (www.mwa-nova.com) to upgrade existing facilities. The successful candidate will be responsible for the commissioning and use of this new kit alongside existing equipment.

We are seeking someone who can demonstrate qualifications, knowledge and/or experience of the following:

- Film handling – especially sub standard gauges (standard and Super 8mm; 9.5mm and 16mm)
- Working with domestic and broadcast standard videotape
- Film and videotape equipment maintenance
- Film and tape to tape/digital transfer at broadcast quality
- Film and tape storage and conservation issues and techniques
- Digital standards for moving image files
- Encoding moving images for web use

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 an enthusiastic and flexible team player who can work 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.

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

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

Applications must reach us by 5pm. April 6th 2010 and should be submitted electronically to MACE's Director James Patterson at jmp42@le.ac.uk

Interviews are planned for week beginning April 26th 2010