



FULL CIRCLE PROJECT

Job description/Person Specification

Senior Curator: Community and Acquisition

c. £25,000pa Full time fixed term to Sept 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.

Senior Curator: Community and Acquisition

Job description

Main tasks: To lead on the relationships with partner communities and the development of material for them. To be responsible to the MACE Director for the co-ordination of the Full Circle Project.

Detailed job functions

- To be responsible for the day to day management of the project as a whole
- To lead on the development of 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 history
- To work with project partners on the development of local 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 oversee its copying to usable formats
- To liaise with the BBC on material found and on the general progress of the project
- To work with partners on the preparation of material and its return to the community
- To make final presentations at the end of the project
- To make regular reports to the project board

Reporting to MACE Director

Responsible for Full Circle project staff

Person specification:

The senior curator post carries with it the management and co-ordination role for the project as a whole. **The successful candidate will have been involved in, or had experience of, the management and the successful delivery of projects.**

The successful candidate will have experience of managing staff.

Though some knowledge of film and videotape would be 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 therefore 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 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 travel widely and regularly around the region to meet with community partners. The role **will** involve evening and weekend work for which time in lieu will be given.

- 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 in this role 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 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 roles of the senior curator and of the curator are, in many day to day functions, very similar. Applicants for the senior post will also be considered for the Curator post unless a specific request is received for us not to do so.

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