

JOB OVERVIEW

JOB TITLE Archivist

JOB PURPOSE

Maintaining accessible and retrievable computer archives and databases

DUTIES & RESPONSIBILITIES

- Receive materials from different sources, classify it and archive it.
- Create detailed logging for each received material.
- Assist the producers in preparing the materials needed for the daily edit.
- Create and maintain accessible, retrievable computer archives and databases.
- Provide reference services for users needing archival materials.
- Prepare archival records to allow easy access to information.
- Research and record the origins and historical significance of archival materials.
- Preserve records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary.

QUALIFICATIONS

- Undergraduate degrees in history, English, or humanities
- Graduate degrees in archiving, library science, or similar areas of study

KNOWLEDGE & EXPERIENCE

- Work with all kinds of formats; film reels, videotapes, DVDs, CDs, QuickTime's and other digital files.
- Filing and storing media.
- Maintaining a database of media locations within the archive.
- Understand the importance of clear metadata.
- Have a passion for media and film, and the preservation of it.
- Very familiar with the archive storage facility and how to navigate it.

SKILLS & ABILITIES

- Using archive footage to contribute creatively to new works.
- Understand different media formats
- Have excellent communication skills.
- Be very well organized.
- Have good attention to detail.
- Be good at working within a team.
- Have good IT skills.
- Understand the relevant health and safety laws and procedures.