A Fulltime Job Position
Archive Officer

The Archive Officer will be working in a dynamic and innovative environment to preserve and promote Asian cinema. The officer must be motivated, people-oriented, and independent. If you are looking for a fulfilling, meaningful job that impacts societies and brings people together, you could be the person we are looking for.

Key responsibilities include:

- Ensure key preservation functions (acquisition, documentation, cataloguing, access) are carried out
- Manage collections management system, liaise with system integrators and vendors
- Research on legacy and digital preservation technology and methodologies
- Preserve related film materials
- Develop data on AFA’s online catalogue and contribute to AFA’s blog
- Oversee film traffic with archives, distributors, and owners
- Support AFA’s outreach activities and programmes

Job Requirements:

1. University degree or equivalent in any discipline. Minimum one year working experience is preferred though fresh graduates are welcome to apply.
2. Interest and knowledge in film especially Asian cinema.
3. Strong written, oral, communication skills. Proficiency in mother tongue and/or other Asian languages would be useful.
5. Opportunities to present, network, train at local/international industry events.
6. A team player who has initiative and can work independently.

Application:

Applicants should submit a letter of interest and current resume to info@asianfilmarchive.org by 23 June 2023 with the subject header “Archive Officer Application”.

Please note that this position is open only to Singapore citizens or Permanent Residents.

We regret that only shortlisted candidates will be notified.