A Fulltime Job Position - Assistant Archivist

The Assistant Archivist (AA) will be working in a dynamic and innovative environment to preserve and promote Asian cinema. If you are looking for a fulfilling, meaningful job that impacts society and brings people together, you could be the person we are looking for.

Scope of work
The AA works closely with the Senior Archivist to devise and implement the preservation and collections management policy and strategy, disaster planning and response systems. The officer works with colleagues and vendors to manage the archive’s digital network, maintain systems, equipment and infrastructure. The AA will oversee and implement training to volunteers for the collections department. The officer must interact, liaise, engage with stakeholders, the local and international archival community, keeping abreast of developments in technology and collections management and seeking appropriate working partnerships with like mind organisations.

Key responsibilities include but are not limited to:
- Supervise the application of the collections management system including the creation of workflows for preservation processes; liaise with system integrators and vendors
- Overseeing the preservation of digital data within the systems infrastructure
- Plan for ongoing preservation including migration, storage infrastructure, fixity checks
- Ensure best practice and governance for acquisition through deposit, gifting and donations
- Research and assess legacy and digital preservation technology and methodologies
- Preserve related film materials
- Review data on AFA’s online catalogue and contribute writings, presentations, trainings
- Oversee film traffic with archives, distributors, and owners
- Participate in aspects of programming and support AFA’s outreach activities
- Manage volunteers and their training
- Establish and maintain contacts with stakeholders, professional associations

Job Requirements:
1. Academic qualifications in information technology, digital curation, or related information management or another disciple with demonstrable experience or knowledge of the digital preservation environment.

2. Practical experience with preservation, particularly related to digital collections in archives, libraries, museums, special collections, would be advantageous.

3. Familiarity with infrastructure management is desirable including processes related to equipment management, system upgrades, interaction with technology support teams.

4. Interest and knowledge in film especially Asian cinema.

5. Strong written, oral, communication, and interpersonal skills. Proficiency in mother tongue and/or other Asian languages would be useful.

6. A team player who has initiative and can work independently, with experience in leading a team.

7. Ability to research and resolve problems using a variety of resources and tools.

8. Opportunities to present, network, train at local/international industry events.

Application:
Applicants should submit a letter of interest and current resume to info@asianfilmarchive.org by 30 Dec 2023 with the subject header “Assistant Archivist Application”.

Please note that this position is open only to Singapore citizens or Permanent Residents. We regret that only shortlisted candidates will be notified.