



## Course Tutor – Media Archivist New Entrant Training Scheme, Classroom Teaching

### Background

Film London, in partnership with FOCAL and with funding from Creative Skillset and the Heritage Lottery Fund's 'Skills for the Future' programme, is addressing a key skills gap in the film archive sector with a major apprenticeship-style scheme running from February 2015. Two cohorts (one in 2015, one in 2016) of 10 new entrants to the industry will be recruited for a programme combining mentoring, work placements and four weeks of intensive classroom-based training in technical skills and knowledge from celluloid film through video to digital. Trainees will leave with a thorough understanding of the film television archive industry, a sound understanding of legacy formats, and an ability to work with preserving and sharing them in the digital world.

You can read more about the programme here, through our Trainee application pack: [www.creativeskillset.org/news\\_events/news/3293\\_announcing\\_our\\_media\\_archive\\_traineeships\\_2015](http://www.creativeskillset.org/news_events/news/3293_announcing_our_media_archive_traineeships_2015)

### The Role

We are seeking an enthusiastic and experienced **Course Tutor** to lead on the delivery of the classroom-based teaching, to be delivered in two blocks of two weeks, in both summer 2015 and summer 2016. A pilot scheme and extensive evaluation and development periods have established a core curriculum, and the course tutor will be required to work with Film London to create a final teaching schedule; to suggest and book suitable specialists for workshop sessions; to collate all necessary materials and equipment; and to lead the classroom teaching.

Topics to be covered include:

- practical handling: understanding gauges, formats, nitrate and dating film
- understanding print and negative, 35mm and 16mm, optical and magnetic sound
- understanding the film process from raw stock through to married print
- understanding Intellectual Property Rights
- understanding of digitisation and compression techniques
- understanding the technologies used to support contemporary post production for broadcast
- media asset management: cataloguing techniques

The course is expected to be both practical and theoretical with a mixture of lectures and hands-on opportunities.

### The Brief

We are seeking a consultant (or small team) with a demonstrable track record of working on the technical side of the film archive industry, with practical expertise in either legacy formats or digital media management (if not both). The course tutor will need to be passionate about the business of film archiving, with an ability to articulate clearly its aims and practices, including the ability to make complex technical procedures comprehensible to a non-specialist audience.

The ideal candidate(s) will have had experience teaching, preferably to new entrants/non-specialists, preferably in group situations – but as a minimum will be able to demonstrate the

key skills of good verbal and written communication, ability to select key points from a complex narrative and cheerful confidence in dealing with a variety of people.

The course tutor will be required to support the wider scheme through participation in the evaluation process, ensuring that the syllabus is understood and approved by placement hosts

Preparation for the course will need to take place across April-May 2015 with the first teaching block in May, the second in August. We anticipate that training will take place in East London. Confirmation of the second year's training will be subject to performance and agreement with funders Creative Skillset, but in principle will take place to the equivalent timetable in 2016.

The fee available for this work (including both course iterations) is £26,600 inclusive of expenses but excluding VAT.

### **Applying for the Post**

For further details and an application form got to [www.filmlondon.org.uk/vacancies](http://www.filmlondon.org.uk/vacancies). Please post completed forms to Personnel, Film London, The Tea Building, Suite 6.10, 56 Shoreditch High Street, London, E1 6JJ or email them to [jobs@filmlondon.org.uk](mailto:jobs@filmlondon.org.uk).

Closing date for applications: **Monday 9th March 2015, 5pm**

Date for interviews: w/c 16th March 2015

*It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from groups currently under-represented including Black, Asian and Chinese and other ethnic minority groups, and disabled people*

