



Assistant Film Archivist and Researcher

Huntley Film Archives

We are an archive film company that works closely with our clients to produce the best in archive film services to creative media.

Qualifications and Experience

We require the successful applicant to have :

A degree in Modern History or equivalent

Exceptional IT media technology skills

Excellent knowledge of editing and media software

Excellent customer services

Sales and Marketing Experience

Organisation and Flexibility

And to be Cheerful and Friendly

Job Description

We are seeking a candidate that is highly organised, flexible, hard working, friendly and cheerful. A good telephone manner with the ability to work with independence, responsibility and initiative is essential. The work will involve lifting and moving of films, so a reasonable level of fitness is also essential as

you will be working in an archive environment with use of step ladders. We require the successful applicant to have a clean driving licence.

Location

The successful applicant will be based at our offices in Ewyas Harold, Herefordshire, on the borders with Wales. You will be working closely with a small team.

Training

This position will include comprehensive training in all aspects of commercial documentary film archiving. You will also be trained in film and other media handling and care of the archive film collection which may form some part of your work.

Your Duties

- You will be required to research projects**
- Achieve a high level of sales**
- Make digital files from our film collection with our film scanner**

Your duties will include keeping the film vault organised, copying from format to format, running and maintaining our film scanner, uploading files to our database, using broadcast standard restoration and media software.

You will be working closely with clients to deliver research projects to tight deadlines, negotiating contracts and keeping records. You will also be delivering moving image files to clients and up dating our database regularly. You will be required to assist in all the activities of our company.

Salary

tba

How to Apply

Please submit a detailed CV and covering letter to Amanda Huntley, Huntley Film Archives, The Dairy, Old King Street Farm, Ewyas Harold, Herefordshire, HR2 0HB by Friday 31st July 2015

For more information about our company: www.huntleyarchives.com