

**Job Position: Archive Officer**

The Archive Officer will be working in a dynamic and innovative environment to promote Asian cinema. The officer must be motivated, people-oriented, and independent. If you are looking for a meaningful job that brings Asian films and 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 in-house collections management system, liaising with system integrators and vendors
- Oversee film traffic with archives, distributors and owners
- Preserving related film materials
- Developing data on AFA's online catalogue and contributing to AFA's blog
- Supporting AFA's outreach activities and programmes

**Job Requirements:**

1. University degree or equivalent in any discipline. Minimum one year working experience is preferred.
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.
4. Adept in IT and multimedia tools. Willing to learn different digital tools, applications, and various systems.
5. Knowledge in Photoshop, Illustrator, Mailchimp, WordPress, MySQL, Adobe Media Encoder and Adobe Premiere Pro etc would be a plus.
6. High energy, self-managing, and independent, with the ability to work in a team.

**Working hours:**

This is a full-time position with regular working hours from 9am – 6pm but may involve work beyond regular hours during events.

**Application:**

Applicants should send a CV and statement letter explaining your interest in and relevant experience for the position to [info@asianfilmarchive.org](mailto:info@asianfilmarchive.org) by **20 Dec 2019** with the subject header "Archive Officer Application 2019".

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

We regret that only shortlisted candidates will be notified.