

## **A Fulltime Job Position Archive Officer**

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

### **Key responsibilities will include but are not limited to:**

- 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.
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 multi-media tools. Willing to learning different digital tools, applications, and various systems. Knowledge in Photoshop, Illustrator, Mailchimp, Word Press, MySQL, Adobe Media Encoder and Adobe Premiere Pro etc would be a plus.
5. Willing to present and network at industry events.
6. High energy, self-managing, and independent, with the ability to work in a team.

### **Application:**

Applicants should submit a letter of interest, current CV and any relevant supporting materials to [info@asianfilmarchive.org](mailto:info@asianfilmarchive.org) by **31 August 2022** with the subject header "Archive Officer Application 2022".

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

We regret that only shortlisted candidates will be notified.