EIA Communications – Digital Film/Video/Stills Archivist

About us
We investigate and campaign against environmental crime and abuse.
Our undercover investigations expose transnational wildlife crime, with a focus on elephants, pangolins and tigers and forest crimes such as illegal logging and deforestation for cash crops such as palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and the commercial exploitation of whales, dolphins and porpoises. Finally, we work to avert climate catastrophe by strengthening and enforcing regional and international agreements that tackle short-lived climate super-pollutants, including ozone-depleting substances, hydrofluorocarbons and methane, and advocating corporate and policy measures to promote transition to a sustainable cooling sector and away from fossil fuels. We use our findings in hard-hitting reports to campaign for new legislation, improved governance and more effective enforcement. Our field experience is used to provide guidance to enforcement agencies and we form partnerships with local groups and activists and support their work through hands-on training.

About the job
Overseeing Phase One of EIA’s ‘All Our Yesterdays’ project.
‘All Our Yesterdays’ is an ambitious and long-term project to create and curate a comprehensive and easily navigable digital asset management system (DAM) which will initially involve reviewing, ingesting and cataloguing four decades’ worth of EIA’s originally shot footage and stills.

It’s quite a challenge. The material, stored in 35 large boxes, was filmed and shot over the past four decades. It is on many different formats – 8mm, Hi8, BetacamSP, Umatic, DVD, MiniDVD etc. At present, it is impossible to know precisely what is on each reel of film or tape or whether what they contain is worth archiving.

There are almost 6,196 hours of footage and nearly 47,880 transparencies, but unfortunately very few shot lists accompanying the material and some of it may be copies.

In this first phase, the archivist will be required to view all the material in real time to eliminate duplications and, with the help of campaigners, to make decisions and selections on what materials to archive and what to delete.

The object is to have a state-of-the-art audio/visual archive, with back-ups, containing EIA’s vast imagery and audio bank – film, video, and sound tapes – properly organised with relevant metadata in a system that can be continually refined and updated for internal and external use.
To be successful in this role, the archivist should have

- A Bachelor’s degree in Archival Studies, Library Science or a related field ideally recognised by the Archives and Record Association (ARA). Other relevant information management subject or equivalent workplace experience will be considered.

**Salary**

Circa £40,000 (NB: this is for an applicant with at least one year’s experience working with film/photographic archives)

**Contract**

Staff – initially one year, with the likelihood of a second year

**Closing date for applications**

31 August 2023

**Organisational matters**

Reports to the Head of Communications; hybrid working negotiable.

**Essential skills**

- Experience of working with film and/or stills archives
- A strong understanding of different media formats and how to ingest and digitise material
- A superior ability to organise information, catalogue and input systematic metadata with great attention to detail, while taking pleasure in finessing that metadata and catalogue information
- Strong IT skills and an interest in applying digital technology to archival practice with proficiency in archival software
- The ability to quickly view and evaluate an extensive and varied range of audio/visual materials
- Self-motivation – the ability to work independently with minimal day-to-day supervision and good time management, but also knowing when to report back or raise issues with the Head of Communications
- Good communications skills, which will include an understanding of the needs of those who will eventually access the archive
- The ability to work independently and as part of a team
Desirable skills

- A commitment to the profession and a genuine interest in the environment and wildlife and in preserving audio visual materials for posterity
- Being reliable and sociable; comfortable and confident in speaking to colleagues
- Someone who knows when to be independent and proactive and when to report back to the Head of Communications
- Adaptability and a high degree of flexibility in the ever-changing digital landscape

EIA UK recognises the positive value of diversity. We welcome and encourage applications from people of all backgrounds.

ends