



Media Archive for Central England
Alfred Tennyson Building
University of Lincoln
Lincoln, LN6 7TS

Tel: 01522 837750
www.macearchive.org

Archive Access Coordinator

FTE 37.5 hours per week, from £24,595 per annum

Based at MACE's offices, Lincoln

Starting from July 2021

Job Introduction

We currently have an exciting opportunity for an efficient and proactive Archive Access Coordinator to join the busy team at MACE on a continuing full-time basis.

The Media Archive for Central England (MACE) is the regional film archive for the East and West Midlands. MACE preserves and makes accessible a vast screen heritage collection that documents life across the heart of England since 1895 so that the rich history and culture of the Midlands can be better understood, appreciated and enjoyed – now and in the future.

MACE is an independent company and registered charity based at the University of Lincoln. It is one of nine English regional film archives that work alongside the UK's national film archives at the British Film Institute, the Imperial War Museums and the National Libraries of Wales and Scotland. It is also closely connected with cultural heritage and other organisations across the Midlands for who it acts as the specialist repository for moving images held on film, video and digital formats.

Find out more: www.macearchive.org.

Role Description

The principle role of the Archive Access Coordinator is to facilitate access requests to the archive. The Archive Access Coordinator will be reporting to the Archive Manager who in turn reports to the CEO. The role balances the duty to safeguard the collections at MACE while supporting the archive's access work by providing licensing advice, logistical and technical support, and securing permissions for clients.

Main responsibilities

- Act as first point of contact for enquiries to MACE received by telephone and other forms of communication (email, post, etc).
- Process all enquiries (i.e. from general public to academic, not-for-profit and commercial organisations) and distribute to team members accordingly.
- Respond in a timely manner to enquiries, requests for access and use of footage from the collection.
- Lead on all matters relating to the supply of footage to commercial clients including negotiating terms of sale and supply.
- Support the Digital Access Officer or other team members with the processing of public enquiries.

- Conduct research using MACE's database and systems and respond to client briefs with tailored proposals.
- Coordinate with the in-house technical team and use appropriate systems to service client requests and arrange for copying work and delivery of footage in a timely manner escalating any issues that may arise.
- Develop an in-depth understanding of MACE guidelines and policies, and ensure these are met in relation to the supply of footage to avoid any instances of being in breach of guidelines and relevant agreements.
- Investigate and verify rights of archive material to establish if a license can be offered.
- Liaise with rights holders, depositors and other stakeholders to secure permissions and ensure compliance with agreements and MACE guidelines.
- Make editorial and commercial decisions on whether content can be licensed.
- Balance risk and be mindful of repercussions in regard to reuse of material where rights information may be unclear or unavailable to ensure that any licenses offered do not damage the business.
- Maintain effective communication with clients, rights holders and depositors allowing you to close sales, to meet sales targets and deliver best value to clients. Advise enquirers about rights or other restrictions and fees, and manage customer expectations.
- Use software to view, prepare, check and supply footage.
- Issue client paperwork such as licence agreements, invoices and usage declarations.
- Document rights information and any permissions and approvals using MACE systems and maintain accurate records to create a trail of the rights clearance process for auditing and accounting purposes.
- Develop and maintain key stakeholder relationships with, for example, clients, the footage research community, rights holders, collection representatives and depositors.
- Undertake administrative tasks including issuing invoices, job requests, general sales and other reports, drafting and completing agreements, managing online orders, processing payments, etc.
- Collate and provide reporting information to senior management as required.
- Contribute to the development of processes at MACE to continually optimise workflows and input into the access service.
- Provide general administrative and other assistance across the organisation, support colleagues, projects and the work of the archive and undertake other duties from time to time as may be reasonably required.
- Undertake training from time to time and commit to continuing professional development.

Key Relationships

- Reporting to the Archive Manager
- Day to day contact with clients, rights holders and depositors
- Regular team meetings with fellow MACE staff and senior managers to discuss issues and processes
- Regular liaison with key colleagues across MACE

Skills & Knowledge

This is a fantastic opportunity for the right individual to gain further experience and training within media archiving and access and carve a career in this friendly and driven team. The Archive Access Coordinator will work closely with the wider MACE team and with stakeholders to facilitate access requests. The ideal candidate will have excellent communication skills, be assertive, efficient and proactive with a “hands-on” and flexible approach in order to juggle conflicting priorities.

Essential

- Professional Approach – a proactive can-do approach with the ability to work independently and in a small team environment.
- Collaboration – excellent interpersonal skills. Able to interact with a wide range of people both within and outside MACE and build and maintain working relationships.
- Communication – work and communicate confidently and clearly. A confident telephone manner. Able to liaise with colleagues at MACE and external stakeholders.
- Written Communication – an ability to write well and fluently in a range of registers, formal and informal.
- Planning and Organising – attention to detail, excellent administrative and organisational skills. An ability to prioritise workload and manage detailed work.
- Negotiation – influencing skills to secure permissions and other approvals and confidence to negotiate and close sales.
- Resilience – ability to work under pressure and meet multiple deadlines whilst managing ever-changing priorities.
- Decision Making and Problem Solving – ability to use initiative and take responsibility for own actions. Able to evaluate the best course of action when faced with a problem and understanding when it is necessary or appropriate to escalate to a more senior level.
- Research Skills – ability to conduct research using MACE’s database and other systems to identify footage and investigate rights.
- IT Skills – conversant with general office IT packages and an aptitude to master new systems as required.
- Professional Development – a willingness to undertake training. A commitment to continued professional development, particularly in the areas of access and copyright.
- Enthusiasm for MACE’s work as a regional film archive and charity and for archive access.

Desirable

- An understanding of Intellectual Property Copyright.
- Experience within a media or other sales environment.
- Experience of picture/film archives or other work/voluntary experience in a relevant field.
- Skills in using editing software and database systems.
- An understanding and keen interest in media archiving and in particular MACE.
- A desire to develop a career in the film, cultural or heritage sectors.
- A qualification and/or degree in a relevant discipline.

Key Terms & Conditions

Place of work

The position is based at MACE's offices at the Alfred Tennyson Building, University of Lincoln, Lincoln, LN6 7TS. All MACE employees are currently working remotely for at least part of the week until further notice but access to the office is available.

Hours and workload

The standard week of 37.5 hours (inclusive of lunch breaks). Occasional work on weekends and/or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st).

Applying for the Post

To apply for the post, please send a CV and covering letter outlining your suitability for the role by email to MACE's Director, Clare Watson, at cwatson@lincoln.ac.uk.

Closing date for applications: 10am, Friday 11th June 2021. Interviews are scheduled to take place on Friday 18th June 2021.

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