

PROGRAMME COORDINATOR – JOB DESCRIPTION

Job title:	Programme Coordinator
Annual Workload:	Ten (10) days/Eighty (80) hours per year (approx.)
Accountable to:	The Council ¹
Document date:	24th March 2022

Job purpose: The Coordinator will work with the CCAAA Chair and the Secretary General to support key projects undertaken by CCAAA membership throughout the year and may be asked to represent CCAAA when needed.

Background

The Co-ordinating Council of Audiovisual Archives Associations (CCAAA) represents the interests of nine (9) worldwide professional archive organizations with interests in audiovisual materials including films, broadcast television and radio, and audio recordings of all kinds. CCAAA continues to expand its outreach and coordination efforts with projects such as the Joint Technical Symposium, Archives at Risk, coordinating sessions at member conferences, support of World Day, maintenance of a website promoting its actions as well as those of its member associations, and the recent training summits. CCAAA seeks a Coordinator to support CCAAA agenda priorities.

Key areas of responsibility

- Provide support infrastructure in managing CCAAA activities and leadership changes.
- Support communications and relationships between CCAAA and external bodies and partners.

Responsibilities may include the following tasks:

- Coordinate with the Chair and CCAAA member associations to raise the profile of CCAAA and its projects as directed.
- Oversee and organize the timeline for World Day for Audiovisual Heritage, including the creation of the poster, the Statement on behalf of CCAAA, promotion of the event with UNESCO and/or other partners and coordination with CCAAA web manager.
- Provide support to the CCAAA web manager to ensure the website best promotes CCAAA and its member associations' initiatives and resources as directed.
- Support the Secretary General to coordinate with UNESCO initiatives as directed.
- Assist member associations and key stakeholders with coordination and prioritization of joint training initiatives.
- Any other support as determined by the Council.

Minimum requirements (essential)

- Demonstrable experience working in an audiovisual archival institution, or equivalent environment, or in a relevant professional or trade association.
- A good standard of written and spoken English.

¹ See CCAAA Terms of Reference <https://www.ccaaa.org/pages/who-we-are/terms-of-reference.html>

- Ability to communicate clearly, enthusiastically, and persuasively, both with fellow professionals and with people from external agencies.
- Some understanding of the internal professional political landscape and of relevant external business drivers and constraints.

Additional requirements (desirable)

- A confident public speaking style.
- Sensitivity in working with colleagues from different cultural backgrounds.
- A good standard of written and spoken French, Spanish, or German.
- In-depth experience of at least one activity in the audiovisual archiving professional field.
- Access to an institutional travel budget would be desirable but not essential.
- A working familiarity with a relevant professional body.

Term

- One-year renewable term.
- Ten (10) days/Eighty (80) hours per year (approx.), in addition to attendance at the annual Spring meeting and any supplemental online meetings.
- Location: Remote Working

Compensation

- 4,500 € per year, paid in four quarterly payments. Should the Coordinator be required to travel on behalf of CCAA, approved travel costs will be re-imbursed.

Apply

Please send CV and cover letter to lacken@ccaaa.org.

The closing date for applications is Monday, 25th April 2022.

We accept all worldwide applications; interviews will be held in May via Zoom with the anticipated start date in June 2022, to be confirmed.