



London's Screen Archives Digitisation Trainee

Contract: Fixed Term mid-June 2025 to 30 June 2026, full time

Salary: £28,808 per annum

Job Details

London's Screen Archives (LSA) is a key remit of Film London. It is a regional network of organisations working together to bring screen heritage alive for London. You can see more about our work at www.filmlondon.org.uk/lsa.

The London's Screen Archives Digitisation Trainee role is supported by the BFI Screen Heritage Skills Fund to support LSA activities and digitisation work. This is a rare trainee opportunity to learn screen heritage and digitisation skills on the job. The Digitisation Trainee will receive training in cataloguing and digitising archive material across a variety of film formats. This will include learning how to handle and view films on our viewers and Steenbeck, writing condition reports and processing film ready for digitisation. It will also include training in scanning film and digitising video, including basic grading techniques.

The Digitisation Trainee will play a key part in our contemporary collecting project 'Undocumented: Black Home Movie Project' working alongside the Project Manager and with communities to digitise home movies from Black communities and supporting the creation of an online gallery of at least 40 newly acquired digitised home movies.

We are seeking applicants with a strong and demonstrable interest in film archiving, collections management and community projects. We encourage applications from those with Black and Global Majority backgrounds underrepresented in the heritage sector.

The post holder reports to the LSA Manager who in turn reports to the Head of Film Culture.

Key Responsibilities

- Assist in film and video digitisation services for members, clients and LSA projects.
 - Assist in the day-to-day upkeep of film and video equipment.
 - Assist in the auditing and condition reports of LSA collections.
 - Assist in the digital preservation of LSA collections and make digital files available to stakeholders and partners.
 - Assist with the cataloguing and data management of LSA collections, including digital file management.
 - Respond to email, phone and website queries from film donors, private individuals, researchers and film archives.
 - Maintain the LSA website, updating information as required, helping partners to use these assets and assisting in the ongoing development of these services.
 - Support the delivery of LSA training events, including ticketing, promotional outreach.
 - Assist in raising and sending invoices for digitisation and scanning services, arranging on-site viewing requests and co-ordinating donations.
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Experience and Personal Qualities

Essential Skills

- Demonstrable interest in a diverse range of film including archive film and an imaginative understanding of its power to engage people.
- An interest in London, its history and diverse communities.

- Good administration skills, with a demonstrable ability to be methodical, accurate and thorough.
- Good time-management skills, with an ability to work to deadlines.
- Good communication skills.
- Strong interpersonal skills, able to communicate with people effectively and persuasively.
- Able to be flexible across job tasks and willing to help others if required.
- Able to proactively work alone and in a small team environment.

Desirable skills

- Basic understanding or familiarity with archive film and video.
- An interest or awareness of the heritage industry and its practices.
- Willingness to learn moving image editing software (training provided).
- Experience with database management or a keen interest in data organisation.
- Social media marketing skills or a basic understanding of social media platforms and content creation.