



London's Screen Archives Manager

Terms: Full time, fixed term to 31st March 2026

Salary: £43,000 pa

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 position is part of the Film Culture Team, and will manage the LSA network and team and lead the BFI Screen Heritage Funded Resilience and Undocumented Projects. The role will report to the Head of Film Culture who in turn reports to the CEO. The LSA Manager will manage the Collections and Volunteers Co-ordinator, the Outreach Executive, the LSA Assistant and Film Culture Assistant (shared management).

Key Responsibilities

LSA Network Management & Strategy

- To manage, develop and maintain relationships with members and potential members.
- To continue to evaluate LSA Membership structure to offer an array of attractive benefits to ensure resilience and increase income generation potential for the Network.
- To represent Film London and the LSA externally, maintaining major strategic partnerships with key public organisations and stakeholders in London and across the UK, contributing to the ongoing development of both a regional and national film heritage strategy.
- To co-ordinate LSA Steering Group meetings and service the Steering Group.

- To provide advice and advocacy for the regional screen heritage sector; programming or contributing to screenings and events; assisting researchers; and seeking new opportunities to develop film heritage provision in London.
- To develop a collections policy with Collections and Volunteers Coordinator.
- To manage digital preservation of LSA collections, manage public digital access through the LSA website and make digital files available to stakeholders and partners, including creating archive film compilations using Adobe Premiere.

Resilience Project

- Manage the BFI Screen Heritage Resilience Fund Project and its delivery including all aspects around licencing, training, volunteers, outreach and reporting.

Undocumented

- Manage the Outreach Executive ensuring the delivery of the BFI Screen Heritage Project Fund programme of outreach events and screening activity.

Training and Volunteers

- To manage the Collections and Volunteers Coordinator ensuring the delivery of a programme of training for LSA Members and the expansion of the Volunteer programme.

Licensing

- To review and where appropriate implement the recommendations of the National Lottery Heritage Fund Innovation grant, maximising the potential of LSA's licensing offer.
- To recruit LSA members in order to deliver licensing offer.
- To manage and support the LSA Assistant in undertaking rights research and licensing requests for broadcasters, film-makers, artists, etc providing materials and relevant documentation.

Funding & Reporting

- To manage the delivery of Film London's BFI Screen Heritage Fund supported projects.
- To manage LSA budgets and expenditure.
- To be responsible for screen heritage reporting and monitoring requirements and to ensure compliance with all funding requirements.
- To work with the Head of Film Culture and the Trust and Foundation Consultant in developing funding applications and associated projects.
- To support delivery of other LSA projects as reasonably required.

Staff Management

- To manage LSA staff and freelancers.

Communications

- To work with the Film London communications team to deliver a strong communications strategy, maximising the impact of this work within the sector and with the general public.
- To manage and maintain the LSA website updating information as required, helping partners to use these assets and assisting in the ongoing development of these services. Liaise with FL Comms team on link to FL website.

General

- To participate as required in cross-agency teams considering issues relevant to a range of the agency's work.
 - To adhere to Film London's diversity and inclusion policy and procedures.
 - To carry out any other duties as may be reasonably required.
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Experience and Personal Qualities

Essential:

- Demonstrable experience of working with archive film and, ideally, generating income through heritage assets.
- Experience of working with networks, particularly those that have a diverse membership. Must be able to demonstrate a sensitivity towards institutions with limited resources.
- Strong project management skills, able to plan time and keep track of activity to meet budgetary and time requirements.
- Experience of work in the public sector with an understanding of the reporting and monitoring requirements of public funds and grants.
- Friendly and positive attitude, able to prioritise and work with a range of different partners productively and maintain their engagement.
- Proactive, can-do approach with the ability to work alone and in a small team environment.
- Excellent administration skills, with a demonstrable ability to be methodical, accurate and thorough with meticulous attention to detail.
- Experience of digital moving image media, of considering the many aspects of format, access and storage requirements, suitability for contexts etc.
- Strong IT skills, including working knowledge of editing software such as Final Cut Pro/Adobe Premiere.
- Demonstrable interest in non-fiction and archive film and an imaginative understanding of its power to engage people.
- Demonstrable commitment to diversity and inclusion.
- Familiarity with moving image copyright and data protection.

Desirable skills

- An interest in London, its history and diverse communities.
- Experience of working in/with a screen heritage organisation and an awareness of the types of collections held by LSA.
- Strong copywriting skills.