

Archivist (Half-time – Contract)

Company: Fazeli Films Inc.

Location: Online

About us

Archivist is needed to work on a documentary film about the Gitksan First Nation in British Columbia. The film will be depicting the profound yet virtually unknown beauties of the Gitksan culture and history with lessons not only for non-Indigenous Canadians but for all humans living on Earth.

The story will be told in the context of the colonial rule in Canada and how it has, for centuries, marginalized, exploited, and dehumanized the Gitksan, depriving them meaningful access to their land and its resources (for more information, please visit www.iamgitksan.ca).

The Opportunity

The production company is seeking a **Half-time Archivist** to serve as part of our team and assist in all areas of archival research, source connection and price negotiation. Some travelling within BC may be needed, but all expenses will be covered.

The term of appointment for this position will start in **March 2024** and end in **May 2024**. This position might be extended for an additional month.

Key Responsibilities

- *Researching and acquiring relevant archival footage, photographs, documents, and other materials needed for the documentary.
- *Organizing and managing the archival materials, including cataloging, labeling, and storing materials in a way that they can be easily accessed during the production process.
- *Securing the necessary rights and permissions for using archival materials in the documentary, including obtaining licenses and clearances.
- *Digitizing the materials to ensure their preservation and accessibility.
- *Collaborating with the production team to integrate archival materials seamlessly into the documentary.
- *Keeping detailed records of all archival materials used, including sources, rights information, and any restrictions.
- *Ensuring the quality of the archival materials used in the documentary, including audiovisual quality and accuracy of information.
- *Ensuring that the project stays within budgetary constraints.

*Keeping up-to-date with new archival sources, technologies, and best practices in archival management.

Ideal Candidate

The ideal candidate for this position has/is:

- *Strong research skills to efficiently locate and acquire relevant archival materials for the documentary.
- *Familiarity with copyright laws, licensing agreements, and permissions related to archival materials.
- *The ability to organize and maintain archival materials systematically.
- *Effective communication skills for collaborating with the production team, negotiating rights with archives, and documenting sources and permissions.
- *Being detail-oriented to accurately catalog, label, and document archival materials.
- *Having a creative mindset and understanding of storytelling.
- *Being adaptable to changing project needs, tight deadlines, and unexpected challenges.
- *A genuine interest in history, film, Indigenous cultures and storytelling.

HOURS OF WORK:

This is a **14 hours/week** position.

The working schedule will be:

- Monday from 10:00 am to 5:00 pm
- Tuesday from 10:00 am to 5:00 pm

Some flexibility with the hours may be required.

Compensation

We offer an hourly fee based on qualifications and experience.

We offer on-screen credit in the film.

Application Deadline: March 15, 2024