JOB DESCRIPTION
Research Associate
Vacancy Ref: A2633

Job Title: Research Associate: Film Studies or Humanities and Social Sciences	**Present Grade:** 6P

Department/College: Lancaster Institute for the Contemporary Arts (Film)

Directly responsible to: Dr Richard Rushton

Supervisory responsibility for:

Other contacts

Internal: Lancaster University Library, Lancaster University ISS

External: Partners: Queen Mary University of London; University of Stirling

Major Duties:

The Research Associate in Film Studies or Humanities and Social Sciences will assist in all aspects of the 'Cinema Memory and the Digital Archive' research project, funded by the AHRC. The project chiefly involves the digitization of the 'Cinema Culture in 1030s Britain' archive which is located Lancaster University Library. In addition there are a range of public engagement activities, symposiums, conferences and associated visits that the Research Associate will be expected to assist in coordinating and, to some extent, participating in.

More specifically the successful candidate will:

- assist the project team in the day-to-day management and organizational activities of the project, such as arranging and minuting meetings, booking rooms, venues, travel, accommodation, catering, etc.

- assist the team in coordinating activities with Lancaster University Library and ISS

- assist the team in arranging activities with external partners and venues

- assist the team in organizing and arranging aspects of the physical archive

- assist the team in organizing and arranging some digital aspects of the project (e.g., scanning materials, transferring materials between digital formats, updating social media sites, trialling digital designs, etc.)

- to assist the project team in processes of transcribing the remaining interviews and documents in the archive

- to assist in the management of some aspects of expenses claims and other expenditure

- under the guidance of the project team, ensure that copyright and GDPR legislation are adhered to

- to produce a minimum of two refereed articles in peer-reviewed journals during the duration of the project