<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential/ Desirable</th>
<th>Application Form/ Supporting Statements/ Interview*</th>
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<tbody>
<tr>
<td>A PhD, or working towards a PhD or equivalent in a relevant area, such</td>
<td>Essential</td>
<td>Supporting statements / Application form</td>
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<tr>
<td>as Film Studies, Media Studies, History, English, Archival Research or</td>
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<tr>
<td>any other area of the Humanities or Social Sciences.</td>
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<tr>
<td>Excellent written and verbal communication skills, suitable for engaging</td>
<td>Essential</td>
<td>Supporting statements / Interview</td>
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<td>and working collaboratively with all project stakeholders.</td>
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<tr>
<td>Excellent planning and organizational skills.</td>
<td>Essential</td>
<td>Supporting statements / Interview</td>
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<td>Proficiency using computer programs for word processing, spreadsheets,</td>
<td>Essential</td>
<td>Supporting statements / Interview</td>
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<td>email and various social media platforms.</td>
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<td>Experience and ability at performing general clerical tasks (photocopying</td>
<td>Desirable</td>
<td>Supporting statements / Interview</td>
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<td>filing, sorting, minuting, notetaking).</td>
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<tr>
<td>Knowledge of relevant areas and debates in film history and/or social</td>
<td>Desirable</td>
<td>Supporting statements / Interview</td>
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<tr>
<td>history and/or cultural history</td>
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<tr>
<td>Knowledge of archive studies and experience in archive management</td>
<td>Desirable</td>
<td>Supporting statements / Interview</td>
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</table>

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence e.g., award of a PhD. Will be ‘scored’ as part of the shortlisting process.
- **Supporting Statements** - applicant are asked to provide a statement to demonstrate how they meet the criteria. The response will be ‘scored’ as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.