



JOB VACANCY: PROJECT ASSISTANT

The June Givanni Pan African Cinema Archive has an exciting opportunity for an Administrative Assistant to support the Directors of JGPACA in delivering the two-year project *JGPACA Sustaining a Pan African Arts Archive*. Working closely with the Project Manager and Directors, the Administrative Assistant will play a key role in maintaining and developing the archive catalogue. They will manage JGPACA's social media presence in relation to the project, supervise residencies, traineeships and events on site, and enable researchers, curators and community members to visit the archive and access collections.

Your profile

The successful candidate will be a highly motivated and reliable individual with a background in administrative work, ideally in an archival or library setting. In addition to excellent communication and organisational skills, you will have a strong interest in, or knowledge of, Pan African Cinema, Black British arts and the history of people of African and Caribbean heritage in the UK, alongside a demonstrable commitment to anti-racist practice. You will be educated to degree level in a relevant field or have equivalent experience in archiving, librarianship or the creative industries.

Why choose us?

Founded and run by film archivist and curator June Givanni, JGPACA is a unique collection of archive materials in various forms including films, documentation, audio, photographic and other components and memorabilia pertaining to Pan African cinema and Black British arts and culture. JGPACA is a living archive that provides a crucial knowledge base to films and filmmakers of the pre-digital age, linking it through to contemporary struggles and achievements. Its Pan African focus makes it a key resource for those interested in African and Caribbean Cinema, diaspora histories, and decolonising initiatives for social change. JGPACA continues to present, renew, create connections, and builds on its collections of both past heritage and present-day artistic endeavour, providing numerous points of engagement for a younger generation of British citizens.

Further information

To find out more about this role, please request a **Job Description below**. In your application, **please directly address the person specification** for this role.

This is a part-time, fixed-term post for a duration of 1 year (renewable) starting immediately, with a probation period of 2 months. This post is freelance. The salary is £18,000 (0.8 of a full-time salary of £22,500. (We envisage this to be 28 hours over 4 days per week). The post-holder will be expected to work primarily on site. Applicants must hold the right to work in the UK.

JGPACA actively supports equality, diversity and inclusion and encourages applications from all sections of society. We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy.

Closing date for the application is Friday 25th November and interviews will be held in early December. If you would like to receive a job description or have any queries regarding the application process, please contact information.jgpaca@gmail.com. (www.junegivannifilmarchive.com)

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