



## **JOB VACANCY: PROJECT MANAGER**

The June Givanni Pan African Cinema Archive has an exciting opportunity for a Project Manager to assist the Directors of JGPACA with the management of the two-year project ***JGPACA: Sustaining a Pan African Arts Archive***. The Project Manager will manage the project budget and work on developing a plan for infrastructural capacity building at JGPACA, including a future-proof business plan and fundraising strategy. They will foster strategic partnerships with galleries and other cultural organisations, support exhibitions and events run by the archive, as well as overseeing the Administrative Assistant, artist residencies, and traineeships.

### **Your profile**

The successful candidate will be a highly motivated and creative individual with a background in the project management of archival or library resources. You will have demonstrable experience delivering significant projects on time and on budget. You will have experience line- managing staff and some experience working with archival databases and catalogues. In addition to excellent communication and public relations skills, you will have some knowledge of Pan African Cinema, Black British arts and the history of people of African and Caribbean heritage in the UK, alongside a strong 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, photo graphic 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 one year possibly renewable, starting immediately, with a probation period of 2 months. This post is freelance the salary is £25,000 (0.8 of a full-time salary of £31,250). We envisage this to be 28 hours per week over 4 days. 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 applications is 25 November 2022 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](mailto:information.jgpaca@gmail.com). ([www.junegivannifilmarchive.com](http://www.junegivannifilmarchive.com))

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