



UNIVERSITY OF
LINCOLN

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JOB TITLE	Director, Media Archives of Central England (MACE)			
DEPARTMENT	College of Arts (School of Film & Media)			
LOCATION	Brayford Pool Campus, Lincoln			
JOB NUMBER	MHT154	GRADE	9	DATE September 2016
REPORTS TO	Head of the College of Arts, via the Head of School, Film & Media			

CONTEXT

The Director of MACE will work across the Schools in the University of Lincoln's College of Arts and will be located primarily in the acclaimed School of Film & Media. The post holder will form part of the College's senior group working to develop a range of research, teaching, curriculum and consultancy projects in the broad area of Digital Archiving.

The Media Archive for Central England (MACE), based at the University of Lincoln since 2011, is a registered charity and an independent, publicly-funded, non-profit company. MACE is the regional film and video archive for the East and West Midlands. Having moved from Leicester, MACE still caters for the entire region, caring for over 70,000 moving images of the Midlands.

A registered charity, MACE exists to preserve the moving images of the East and West Midlands and provides affordable public access to this material through a bespoke website, public screenings, exhibitions, educational workshops and community projects. We were one of the first six national Accredited Archive Services in the UK and we comprise a team of experienced professionals. MACE is governed by a Board of directors who are also trustees of the charity. The Director of MACE reports to this Board as well as to the Head of the College of Arts, and is employed by the University.

Lincoln School of Film & Media is one of the largest Schools within the College of Arts, has delivered media education at HE for over 20 years and is currently amongst the very best Schools in the UK for media education and research. As a creative and dynamic School, we have developed a strong reputation for the integrated nature of our courses, our relationship with the media, creative and cultural industries, and the strength of our research and professional practice activity across practical and theoretical areas. A very large number of our students go on to forge successful careers in these industries and other professions like them. As we move into the next 20 year phase we are determined to develop our distinctive reputation for innovation and creative entrepreneurship, with our students at the heart of everything we do.

The main functions of the Director's role are:

- To oversee the continued development of MACE as an engaged and significant partner in the UK's cultural audiovisual framework;
- To contribute to the University's mission by ensuring that MACE is embedded as a significant and active resource for research and teaching;
- To be responsible to the Company Board and Charity Trustees for the development and delivery of every aspect of the activity of the Media Archive of Central England Ltd.

For further details about MACE go to:

<http://www.macearchive.org/about-mace.html>

The successful candidate will be invited to contribute to the teaching, research and/or professional practice profile of the College of Arts at University of Lincoln and to play a key role in developing the College's emerging Digital Archiving ambitions, linking in with the University Library and the new Digital Director.

KEY RESPONSIBILITIES

1. Development of policy and strategy and writing of business plans
 - *It is the responsibility of the director to determine the overall direction of the archive, to agree this with the Board of Trustees and Directors and to translate it into written policy. The role is then to develop an integrated strategy to deliver that policy and to develop the long, medium and short term strategy plans to fund, staff and manage its successful delivery*
2. Developing sufficient funding to maintain the business and maintaining good relationships with funders
 - *MACE is a small cultural business not a department of the University. In consequence it needs to find sufficient funding to support the staffing and other costs entailed in delivering its policy outcomes. It is a principal responsibility of the Director to develop the strategy to raise the necessary revenue and to follow that through. It is the responsibility of the Director to set the organisation's budget in line with the policy and strategy and to be responsible for overseeing and controlling expenditure.*
3. Developing projects, particularly in partnership, successful bidding and subsequent project management
 - *Funded projects, particularly from the various Lottery distributors, have been a crucial part of the funding basket that has supported MACE and its development. Developing projects which meet both the ambitions of the funders and the development of MACE is a key part of the role.*
4. Developing trading and commerce to include marketing strategy and web presence
 - *The level of core income which can be derived from BFI/government is in decline and has been in decline for the entire life of MACE. A key element of MACE's continuing sustainability is the development of earned revenue streams. Overseeing the ongoing development of earned income and developing the marketing strategies in partnership with staff is key to continued growth in this area*
5. Developing and ensuring the delivery of all aspects of a professional film archive service for the Central England to include collection development and management, preservation and conservation to the appropriate standards for a professional member of Film Archives UK, documentation and cataloguing to EN 15907 and following FIAF cataloguing rules, appropriate storage of all collections and media and the delivery of the widest possible access.
 - *See also maintaining Accredited Archive status*
6. Ensuring all copyright matters relating to the collections are appropriately addressed.
7. Developing a long term and stable and sustainable relationship between MACE and University of Lincoln:
 - *This post is designated as having the responsibility to drive the development of agendas that address: film archiving, media asset management, the cultural importance of moving image media as historical document, public engagement with media history, gathering, cataloguing, preservation and dissemination of media recordings etc.*
 - *The post has a vital link with the direction and leadership of the Media Archive for Central England (MACE). The post-holder at the University will form the key link between the Faculty/College and the Media Archive and be responsible for securing the relationship between the two. The operational guidance and leadership offered to the Media Archive and the exploitation of the media assets of the Archive, are issues of critical importance to the University and the post-*

holder will be required to demonstrate success in the delivery of both aspects of this role.

- *The complexities of the relationship between the Archive and the University are described in the Memorandum of Understanding and form a key to understanding this role.*
8. Developing and maintaining relationships with other major stakeholders nationally and regionally in particular BFI/TNA/county archives & museums, HE and regional film/media sector
 9. Developing and maintaining relationships and collaboration with other regional and national film archives
 - *MACE is part of a number of networks of cultural provision both regionally and nationally. The building and maintaining relationships and active participation in network development is a key element building MACE's profile as a positive feature in the cultural landscape*
 10. Managing all matters relating to staff/ staffing structure/ pay
 11. Ensuring all HR policy and practice is in line with current legislation
 12. Managing all accounting and finance and reporting to Companies House and the Charity Commission
 13. Agreeing all contracts with depositors and other bodies and ensuring they are appropriate
 14. Ensuring that all other legal responsibilities relating to the running of a company are met
 15. Ensuring all health and safety responsibilities are met
 - *Numbers 12-17 all relate to the proper running of a small business. The Director is responsible to the board for ensuring that the business is run appropriately.*
 16. Maintaining Accredited Archive status
 - *MACE was one of the first 6 archives in the UK to gain accredited status. This badge of recognition awarded by The National Archives (TNA) is key to MACE retaining its status as a respected and professional organization working to the standards expected of a regional service. It is also key to being able to raise funds from Lottery distributors and will become more important as time moves forward.*
 17. All report writing
 18. Any other duties as may reasonably be required

In addition:

19. The Director will be invited to contribute to delivering teaching/hosting work experience and other student-related activities, and will be supported to obtain a teaching qualification recognised by the University.
20. The Director should support the research activity of the University through the work of MACE and/or their own research, where appropriate.

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> • MACE staff team • Head of College of Arts • Heads/Deputy Heads of School • College Directors • College Manager • University Librarian • Digital Director • Students • College academic, administrative and technical staff 	<ul style="list-style-type: none"> • BFI • Other funders (current and prospective) • Relevant academic and professional groups • Relevant national, regional and international networks • Other local, regional and national archives



UNIVERSITY OF LINCOLN PERSON SPECIFICATION

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JOB TITLE	Director, Media Archives of Central England	JOB NUMBER	MHT154
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Relevant honours degree	E	A
Teaching qualification	D	A
Experience:		
Working in archives;	E	A/I
Demonstrable track record of prior leadership and staff management role;	E	A/I
Proven ability to design strategic initiatives and bring them to successful conclusion;	E	A/I
Evidence of ability to prioritise effectively and to work under pressure;	E	A/I
Proven ability to develop and manage partnership working;	E	A/I
Extensive grant application success;		
Knowledge:		
Knowledge of a range of funding schemes and policies, with particular reference to arts, culture and archives;	E	A/I
Knowledge and understanding of the Higher Education environment;	D	A/I
Skills and Competencies:		
Networking, negotiating and influencing skills;	E	A/I
Staff management and development;	E	A/I
Strong project management skills;	E	A/I
Financial management and budgeting;	E	A/I
Ability to build and maintain relationships;	E	A/I
Credibility with a wide range of stakeholders	E	A/I
Personal Attributes:		
Commitment to Team working	E	I
Exceptional interpersonal skills	E	I
Flexibility and adaptability	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	SB	HRBA	DB
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