

COMMUNITY CURATING PROJECT COORDINATOR (EAFA)

East Anglian Film Archive

Faculty of Arts and Humanities

ALC1586

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines and breaks new boundaries across its priority

research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists, including Professors Corinne Le Quere, Rachel Warren, Robert Nicholls and Timothy Osborn, have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Sean Kelly, Archive Education Technologist via sean.kelly@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive
Rates of Pay



30 Days
Holiday
(pro rata)



14 Additional
Statutory and
Customary days



Contributory
Pension



Staff
Development



Sportspark
Discount



Research
Support



Health and
Wellbeing



Library



Campus
Facilities



Care Leave
Policies



Sainsbury
Centre for
Visual Arts



Ofsted
Outstanding
Nursery



And much
more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

This role will play a central part in an exciting new BFI National Lottery Screen Heritage Funded Project 'Community Curating'. During 2025-2026, the postholder will design and deliver projects that facilitate new and innovative approaches to collecting in partnership with under-represented filmmaking communities in the region. This work will seek to improve sustainable engagement with a broader range of audiences informed by EAFA's audience development policy with a particular focus on developing LGBTQ+ collections in collaboration with the Queer Norfolk Project Freelance Consultant (also funded by this project). You will also work with key internal and external stakeholders, partners, and funding organisations to plan and manage a variety of inclusive public activities with a view to diversifying audience engagement and participation with the film archive.

The East Anglian Film Archive was the first regional film archive in the UK and continues to be an important and valuable resource, both within the University of East Anglia and the East of England region. Achieving TNA accreditation as a moving image archive in 2017, the Film Archive is part of a cluster of cultural heritage collections, archives and projects within the Faculty of Arts and Humanities at UEA, which includes the Sainsbury Centre, the British Archive for Contemporary Writing, the UEA Publishing Project, and the Art History Photographic Collection.

The Project Co-ordinator is part of a team based in the East Anglian Film Archive located in the Archive Centre at County Hall in Norwich.

KEY RESPONSIBILITIES

STRATEGY AND PARTNERSHIP WORKING

- To lead on and plan key projects and activity which leads to or contributes to the diversification of EAFA's collection including contemporary collecting.
- To work with the Archive Collections & Learning Manager, Academic Director (EAFA), and the EAFA team to take every opportunity to ensure that the innovative collecting, curating and audience development approach undertaken as part of this project is considered within teaching, research and engagement activities.
- To work closely with the BFI funded Queer Norfolk Project Freelance Consultant using an approach which is flexible, adaptable and considers working in an inclusive and engaging way with Queer Norfolk and other community organisations / archives.
- To network and advocate for EAFA at a range of external and internal meetings and events in order to develop projects and partnerships that will directly benefit EAFA and UEA, working and establishing partnerships that will engage new audiences bringing EAFA to life in new and exciting ways for a more diverse range of people.
- To organise and deliver training and networking events in partnership with Queer Norfolk for community archives with a focus on moving image material, this will largely focus on LGBTQ+ archives during 2025 - 26.
- To take opportunities to raise the profile of the project with other organisations such as Film Archives UK (FAUK) and Community Archives and Heritage Group (CAHG) to ensure that members are aware of the project and to raise the profile of regional film archives as repositories.

THE ROLE (CONTINUED)

RESOURCES AND FINANCE

- To identify funding opportunities and apply for funding for audience development activity with academic staff and with relevant fundraising teams at UEA, including the Development, Alumni and Campaigns Office.
- To manage budgets relating to audience development projects and activity.
- To undertake reporting for the project including collecting key performance indicators, writing narrative reports and, with support from UEA Finance team, to produce financial reports.
- To work with Queer Norfolk and EAFA colleagues and other partners, where relevant, to contribute to a guidance document for community archives and film archives.

MANAGEMENT

- To regularly communicate and meet with the Queer Norfolk Project Freelance Consultant on this project and sometimes carry out joint activities.
- To monitor and evaluate projects and audience development activity ensuring that EAFA is fully prepared to produce both interim reports and full returns to funding bodies, as required.
- To have strong organisational skills with the ability to adhere to strict deadlines and to organise their own work to meet required targets.
- To liaise closely with EAFA's Curator and accessions panel about potential new acquisitions.
- The post holder will support and help with donations ensuring that potential donors understand the benefits of donating moving image material to EAFA but will signpost information and guidance to community archives not yet ready to donate their material to a public archive.

- To effectively balance time between multiple projects and responsibilities, including attending various meetings and completing administrative tasks.
- To manage temporary staff, volunteers, interns and students contributing to the work of the archive/ audience development.
- To contribute to EAFA's marketing strategy, communication plan and funding strategy.
- To write a range of communications related to this project including text for the EAFA website and other websites, social media and press releases.
- To co-ordinate the project evaluation.

OTHER DUTIES

- To comply with Health and Safety, and General Data Protection Regulation and to be responsible for risk assessments relating to audience development activity.
- To occasionally manage events which may take place at the weekend or in the evening
- A willingness to travel locally but from time to time across the region.
- To undertake any other duties commensurate with grade that may, from time to time, be required by EAFA.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Degree or equivalent degree level qualification and/or recent experience of working in a comparable role (E)
- Experience of independent and team working (E)
- Experience of working effectively with outside bodies and organisations (E)

SKILLS AND KNOWLEDGE

- Experience of the cultural, heritage or education sectors with an understanding of the challenges of engaging more diverse audiences (E)
- Excellent IT skills (Microsoft Office Packages) (E)
- Excellent oral, written and interpersonal and communication skills with ability to deal face-to-face, via telephone and email with individuals from a variety of backgrounds, cultures and nationalities (E)
- Excellent numerical and analytical skills (E)
- Ability to exercise responsibility for service delivery and enhancement (E)

- Experience in designing and managing a broad range of creative partnerships (E)
- Experience of evaluation techniques (E)
- Experience of partnerships and community engagement for long-term sustainability (E)
- Experience of leading on the design and implementation of sustainable audience development projects (E)
- Experience of balancing time between multiple projects and responsibilities, including attending various meetings, and completing administrative tasks (E)
- Excellent people and communication skills, including relationship-building, conflict-management and facilitation (E)
- Experience of working with underrepresented groups and community groups (D)
- Knowledge of analogue film / video and digital formats (D)
- An understanding of acquisition ideally within a film archive (D)

PERSONAL ATTRIBUTES

- Self-motivated to work independently (E)
- The ability to prioritise work effectively in order to meet deadlines (E)

- Effective team player with the ability to supervise and train, staff, interns and students (E)
- Good interpersonal skills both internally within the team and with external users of the service and archive (E)
- Ability to demonstrate a commitment to continuous professional development and a willingness to undertake further training as appropriate (E)

SPECIAL CIRCUMSTANCES

- Annual leave must be co-ordinated with other staff so the Archive can operate during its published opening hours (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) 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.

FURTHER INFORMATION

The post is available from 1 July 2025 on a part-time (0.6 FTE) basis for a fixed term period until 30 June 2026.

Salary will be £38,249 to £45,413 per annum pro rata on Grade 7 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The post is based at the East Anglian Film Archive, The Archive Centre, County Hall, Martineau Lane, Norwich, NR1 2DQ. The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available in person to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days)

and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **16 June 2025**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process. .

It is anticipated that presentations and interviews will take place on **30 June 2025** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE DIVISION

Established in 1976, and operated by the University of East Anglia (UEA) since 1984, the **East Anglian Film Archive** is an accredited archive that preserves and celebrates the rich audiovisual heritage of the East of England, including the regional television holdings from Anglia Television and BBC East alongside caring for important national collections, including the unique film library of The Institute of Amateur Cinematographers (IAC).

Spanning the years from 1896 to the present day, EAFA holds 12,000+ hours of film and up to 30,000 hours of videotape amounting to 148,000 physical items cared for in its purpose-built vaults at The Archive Centre in, Martineau Lane, Norwich.

More than 250 hours of footage are free to view online at www.eafa.org.uk



ABOUT THE FACULTY

The Faculty is a vibrant and stimulating environment where, through challenge-led project work and high-quality teaching and learning, we create opportunities for ground-breaking exploration with specific thematic interests in global perspectives, digital and health humanities, gender and identity, creative and cultural industries and heritage, as well as global justice and social responsibility.

The Faculty is led by Pro-Vice-Chancellor Professor Catherine Richardson, who works closely with Associate Deans sharing responsibility for the areas of Research; Innovation and Engagement; Learning and Teaching; Student Experience; Postgraduate Research; Admissions; Employability; Internationalisation; the Heads of School; and the Heads of the Faculty Professional Services.

Information about the Faculty can be found here: <https://www.uea.ac.uk/about/faculties-and-schools/faculty-of-arts-and-humanities>

The Faculty is committed to fostering an academic culture of dignity and respect. In order to achieve this goal and share best practice it is working towards achieving Athena Swan accreditation for all its Schools. We are committed to ensuring that academic staff are supported at all stages of their careers with support for Early Career Researchers a particular priority. In research, we achieved outstanding results in REF2021, our collective performance being the 5th strongest among Arts and Humanities Faculties submitted to Panel D. Faculty research funds, co-ordinated by the Associate Dean Research, provide additional support for strategic developments around impact and targeted support for Early Career Researchers.

You can discover more about our Faculty research here: <https://www.uea.ac.uk/web/about/faculties-and-schools/faculty-of-arts-and-humanities/research>

More information on our facilities and archives can be found here: <https://www.uea.ac.uk/web/about/faculties-and-schools/faculty-of-arts-and-humanities/facilities-archives-collections>

In addition to the facilities listed on our website we have a city centre facility – Broadcast House – which contains a news room and broadcast gallery, broadcast and recording studios, and other learning spaces.

In the area of teaching and learning, we are proud of our successes in the National Student Survey. We take this as evidence that our students value the commitment of academic staff to supporting as well as challenging them during their time at UEA. Our students benefit from research led, seminar based teaching. Within the Faculty, Associate Deans for Learning and Teaching, Admissions and Employability work together to ensure that our portfolio of courses are effectively preparing students for their future.





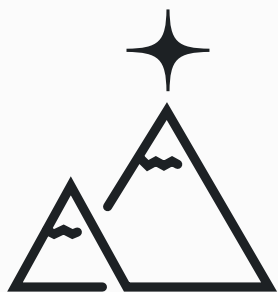
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

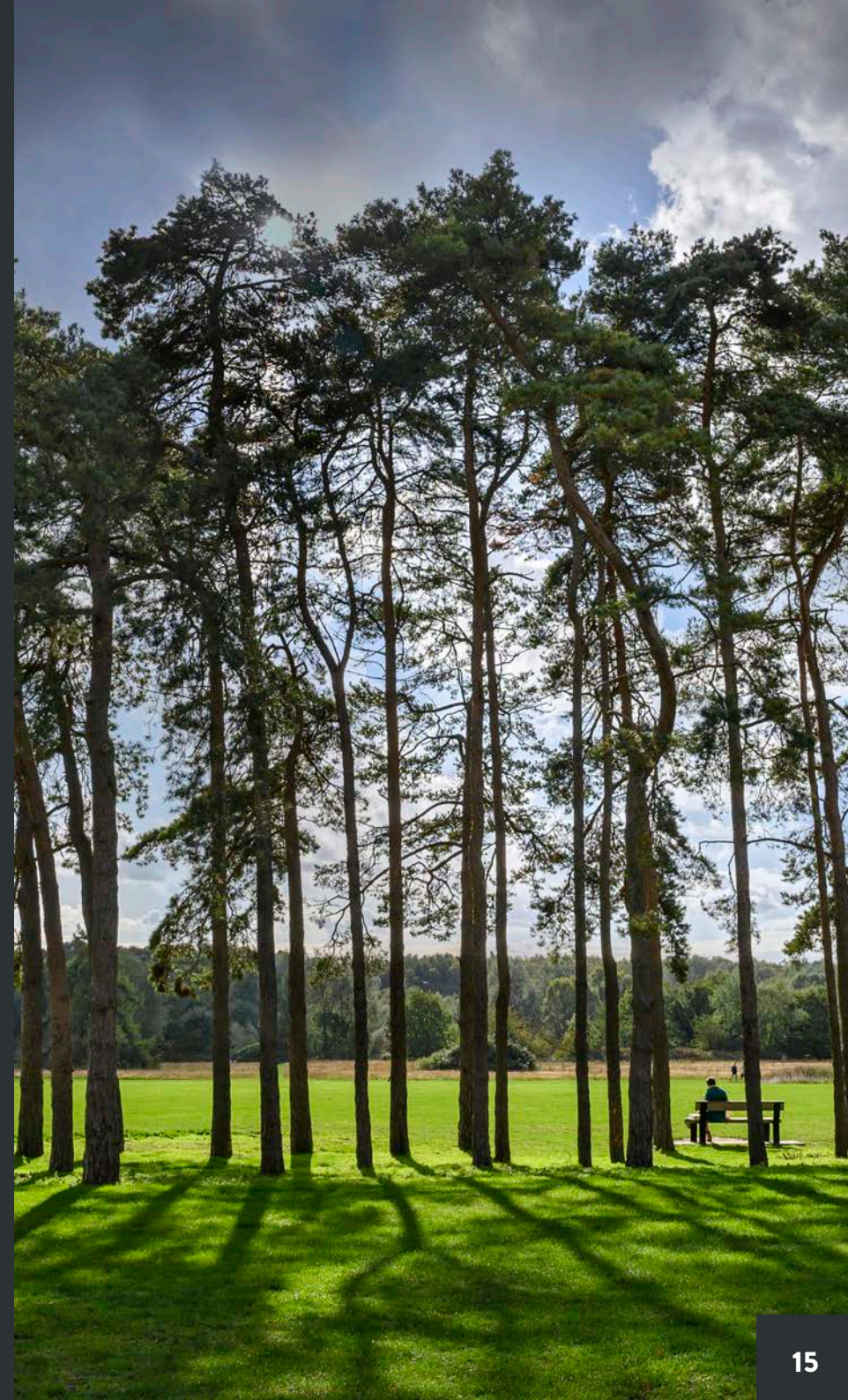
At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

