

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Post-doctoral Research Assistant, Archaeology of Fashion Film      **Accountable to:** Principal Investigator, Archaeology of Fashion Film

**Contract Length:** 1 September 2017 – 31 August 2019      **Hours per week (FTE):** 0.6      **Weeks per year:** AYR

**Salary:** £36,642 - £43,961 (£21,985-£26,376 pro-rata)      **Grade:** 5

**College/Service:** Academic and Development Services      **Location:** Central Saint Martins, King's Cross

**Purpose of Role:**

To support the Principal Investigator (PI) and Co-Investigators (CI) of the Archaeology of Fashion Film project in the fulfilment of project deliverables and work packages and to independently research, collate and document key aspects of the project and facilitate its effective and efficient delivery. Archaeology of Fashion Film investigates the hidden history of fashion film in the silent era between 1900 and 1929, and its parallels with fashion moving image in the digital era.

**Duties and Responsibilities**

- To work with the project team in conducting relevant online and archival research of predominantly historical fashion film.
- To work with the project team in collating and classifying data, describing visual material, analysing the staging and filming techniques, and, where possible, identifying footage of fashion and dress. To consider the conditions of emergence, modes of production, distribution and exhibition of fashion film.
- To contribute to the outcomes of the project through giving conference papers and writing (a) refereed journal article(s).
- To contribute to the organisation of research workshops involving academics and industry professionals, and a conference, which will stage a dialogue between historical and contemporary fashion moving image.
- To manage the delivery of the above and liaise with workshop participants, external partners and AV technicians. To organise travel, speaker accommodation, liaise with venue facilities.
- To assist in communicating the research in an engaging and effective way; assist with maintaining the project website including the upload of content and writing blog posts; edit film clips; create and post social media assets.
- To assist in coordinating a special issue of an academic journal, liaising with contributors and editors.
- To plan and coordinate board meetings.
- To support CI Marketa Uhlírova in researching and delivering an exhibition on fashion film (venue TBC) and contribute to writing captions, wall texts and booklet copy.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations
- Support and participate in any additional tasks or documentation as required by the project.
- To liaise with PI and CIs to ensure the smooth running of the project.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness

**Key Working Relationships:**

- Principal Investigator, Archaeology of Fashion Film
- Co-Investigators, Archaeology of Fashion Film
- Project Team, Archaeology of Fashion Film

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): None

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Postdoctoral Research Assistant**

**Grade: 5**

Person Specification	
Specialist Knowledge/Qualifications	Doctoral qualification or equivalent research experience in the fields of fashion, film, media, art or design history.
Relevant Experience	Familiarity with humanities research methodologies including literature review and research online, in libraries and film archives. Experience organising events, study days, symposia etc. Desirable: In-depth knowledge of 20 <sup>th</sup> and 21 <sup>st</sup> century fashion history OR film history.
Communication Skills	Excellent communication skills in writing and orally, adapting style for a diverse audience in an inclusive and accessible way. Diplomacy, flexibility, ability to get on well with people and have a professional attitude. Excellent word processing skills (familiarity with Microsoft Office, including Word, Outlook and Excel and basic Photoshop or willingness to learn), general office experience and a good telephone manner. Desirable: basic experience in editing film clips (e.g. creating a reel from multiple film files)
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies own research to develop learning and assessment practice.
Professional Practice	Contributes to advancing research and scholarly activity in own area of specialism.
Planning and managing resources	Plans, prioritises and manages resources effectively. The ability to work to tight deadlines and maintain a calm, ordered approach. Highly organised, systematic, experience classifying / managing large volumes of data.
Teamwork	Works independently and collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: April 2015**