

Cinémathèque suisse,

a private foundation under Swiss law, headquartered in Lausanne, is invested with the following missions:

- collecting and preserving cinematographic archives, regardless of origin;
- ensuring the growth, conservation, restoration, and presentation of its collections;
- founding a national cinematography museum and study centre;
- being of public service

In the context of implementing its digital strategy and archive, Cinémathèque Suisse is seeking a new

Head of Film Department (100 %)

Your missions with the Film Department will be:

- Determining the methods of the film collection policy, in collaboration with the Board of Directors and Film Department sector managers, in accordance with the FIAF code of ethics
- Managing the photochemical and digital collections
- Supervising the activities of the Film sectors (notably acquisitions, conservation/restoration, documentation, distribution, digitisation) and the digital laboratory (ingest, digitisation, color correction, sound, etc.)
- Collaborating with other institutions
- Valorising the activities of the Film Department at the national and international levels: research, making resources available, training and expertise
- Establishing strategies and procedures for the digitisation and restoration of the film collections
- Supervising projects on an institution-wide level, in collaboration with other departments
- Creating and supervising scientific commissions within the department and between departments (training, research, strategic and technical choices, knowledge sharing)
- Representing the Film Department and its activities within various federations and associations (FIAF, Memoriav, ACE, etc.)

Your missions as Head of Department:

- Managing the Film Department (personnel management, administration, strategy, objectives)
- Managing projects related to the department
- Producing all of the reports, objectives, projects, budgets, statistics, and other elements necessary for managing the collections, in accordance with guidance from the Director
- Financial planning and management, as well as initiating quarterly departmental reporting
- Representing the institution (internally and externally)
- Participating in Board meetings

Your profile:

- Experience in a position of responsibility in audiovisual archives, both photochemical and digital
- Experience in the acquisition, conservation, restoration, digitisation, circulation, and management of film collections
- Experience in project and team management
- Master's degree or equivalent in the field of cinema, cinema history, or audiovisual archiving
- Proficiency in French, German, and English
- Significant knowledge of the history of Swiss film would be an asset

Cinémathèque suisse offers you:

- A position of responsibility with a cultural institution of national and international scope
- Work with a dynamic and passionate team
- A modern and pleasant work environment
- An interesting and varied activity

Place of work: Penthaz (VD), Switzerland

Starting date: 1 April 2018 or to be agreed

Type of contract: Permanent contract

Application file: via email to rh@cinematheque.ch

Application deadline: 7th January 2018

Information: Frédéric Maire, Director, telephone: 0041 58 800 02 00