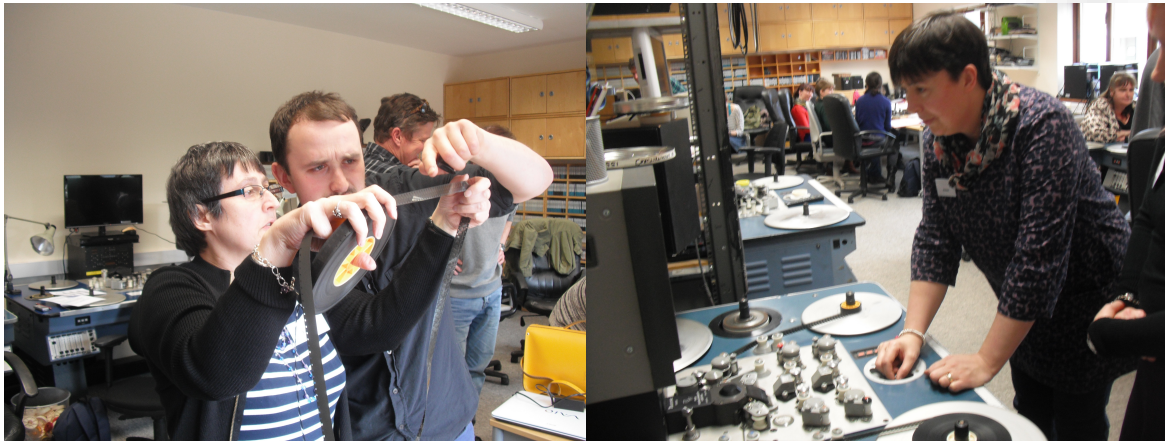




A Three day course
**Monday 1st September/Tuesday 2nd September/
Wednesday 3rd September 2014**

“The Practice of Film Archiving”



A “hands on” three day residential course, held in a working film archive to teach you real and practical film handling skills (35mm, 16mm, small gauges, obsolete formats, use of steenbecks, simple joins and repairs), film preservation and restoration, and how to commercially exploit your collections.

The course is aimed at everyone either looking for a career in film archiving or currently working in a related field but needing film related skills.

As a working archive delegates will have the opportunity to absorb the atmosphere as our staff research, catalogue and work on “live” projects.

To quote from previous applicants.

“After completing the course I started to intern at Lux, artists' moving image collection in London where I am putting into practice the skills and knowledge I learned at Huntley Film Archives. Furthermore, I have been awarded a Fulbright Scholarship to do an MA in Film and Media Preservation at the L. Jeffrey Selznick School of Film Preservation in Rochester, NY.” A.E.L.. (article in Archive Zones)

“I would recommend this course highly! Anyone contemplating a career (or looking for practical experience) in film archiving should enrol for the next residential course”. (Course feedback)

“Brilliant week, thank you! Definitely a worthwhile investment of money and well worth repeating”. (Course feedback)

I would recommend this course to others. I feel that it provided an excellent introduction to film archiving and provided me with practical and theoretical skills that I will be able to use throughout the rest of my career.” (Course feedback)

“Truthfully, the best course I have ever been on at the perfect time for my new career in film archiving”.

“This has been a wonderful experience that has far exceeded all my expectations. I have been really impressed with the attention from staff. A very well paced and thoughtfully put together course and a wonderful place to spend three days”. (Course feedback)

**For more information Tel: 01981 241 580 or
email: caroline@huntleyarchives.com
www.huntleyarchives.com**



“The Practice of Film Archiving”

Three day course

Monday 1st / Tuesday 2nd / Wednesday 3rd September 2014

Day One

9am - 9.30am Coffee, Housekeeping and Introductions

9.30 – 10am

A brief history of film and television from pre-cinematic experiments in the 1890's to predictions for the future - an overview of moving image history.

Session tutor : Amanda Huntley

10 – 11.15am

A tour of our film vault – an introduction to the Huntley Film Archives facility

How to recognise the gauges and formats of film and tapes.
How to identify the smaller gauges of film.

Session tutor : Amanda Huntley

11.15 – 11.30am Coffee

11.30 – 12.30pm

A brief history of Colour and Sound on Film

Session tutor : Robert Dewar

12.30 – 1.30pm Lunch

1.30pm – 4.30pm

For all students, we will learn how to use the Steenbeck viewing machines in both 16mm and 35mm.

Simple joining for 35mm and 16mm.

Aspect ratio and frames per second

Session Tutors : Robert Dewar, Amanda Huntley and Caroline Jenkins

6pm Dinner

8pm – 10pm

The archive will be open for personal practise of what has been learnt today, Tutors will be available to assist you.

Day Two

9am-9.30am Coffee

9.30 – 12.30pm

Collection Assessment (1)

Problems created by incorrect storage and how to deal with them : mould and vinegar syndrome.

Nitrate identification

Tutor Amanda Huntley

Collection Assessment (2)

Imagine a new collection has come into the archive, you need to assess it for shrinkage, scratching, colour loss and other preservation issues.

Tutor Robert Dewar

12.30 -1.30pm Lunch

1.30 – 4pm

Accessioning and Cataloguing.

Collection control and Cataloguing best practise.

Tutor Amanda Huntley

Research and information retrieval centred of your collections by internal and external users. What to do when a research project comes in.

Tutor Robert Dewar

4pm-4.30pm

Open discussion session to consider

1. "Film as Historic primary source"
2. "Uses and Abuses of archive film and Ethical issues."

Tutor : Amanda Huntley

6pm Dinner

8 -10.30pm

There will be an optional evening archive film show, we will show you some of our favourite films, and some of your suggestions, to further explain and illuminate the things that have been learnt during the day and the archive will be open for private study and practise if you require. There will be tutors available to assist you. In addition, we will have a few glasses of wine along with some popcorn.

Day Three

9am -9.30am Coffee

9.30am – 11.30am

Commercial exploitation and Understanding archive sales workflow

Does your institution/company really want to and do you really want to ?

Collection assessment - where and in what state are my movies ?

The whole of your workflow must be directed towards the needs of your customers and not towards the way your institution does things – can those needs be balanced?

Each commercial sector – broadcast, feature films, advertising, corporate will run to itself own timetable, have its own set of requirements and you will fit in with them to succeed.

Workflow steps :

Enquiry

Research and reporting

Online access

Viewing

Master

Invoicing

Licensing and contracts

Tutor : Amanda Huntley

11.45am – 12.30pm

Digitisation on a Budget

How to create viewing copies of your catalogue. Master files – delivering HD on a shoestring

Tutor : Jolene Archer

12.30 – 1.30pm Lunch

1.30pm – 2.15pm

Copyright – a complex topic but we will go through the principles and offer solutions.

Tutor : Amanda Huntley

2.15pm – 4.00pm

Overview of the course

Applying the course sessions to your needs, work opportunities in the archive field and other questions to the tutors.

4.00pm

Course ends

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