

SEAPAVAA

SouthEast Asia-Pacific AudioVisual Archive Association

The Southeast Asia-Pacific Audiovisual Archive Association (SEAPAVAA), founded in 1996, is a professional association of organizations and individuals involved or interested in the development of audiovisual archiving in Southeast Asia and the Pacific. It aims to promote the archiving of the region's rich audiovisual heritage. We assist our members in strengthening their capabilities in this specialized field through training and networking.

As of May 2022, SEAPAVAA has 89 member archives, institutions, and professionals from 23 different countries around the world.

JOB OPENING: SEAPAVAA ASSISTANT COORDINATOR

Position is based in Manila, Philippines

If you are looking for the opportunity to work in an established association with audiovisual archiving professionals from around the world and be able to travel in the Southeast Asia-Pacific region for conferences, you could be the Assistant Coordinator that we are looking for.

The Assistant Coordinator will be guided by the Administrative Coordinator in managing the operations of SEAPAVAA.

KEY RESPONSIBILITIES

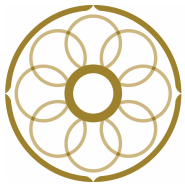
will include but are not limited to:

- Operations
Day-to-day operations of SEAPAVAA including the handling of membership communication, liaison with international associations, accounting and finance, and records keeping.
- Project Management
Secretariat support for SEAPAVAA events, projects, and publications, including the association's annual conference, Executive Council meetings, and fundraising proposals.
- Membership Development
Management of SEAPAVAA's membership, maintaining and updating membership records, and processing new membership applications.
- Archives and Records Management
Organisation and maintenance of an orderly archives and records.

JOB REQUIREMENTS

Willing and able to work for SEAPAVAA for a minimum of three consecutive years from the date of appointment.

Open to learning, adaptable, disciplined, self-motivated, and proactive. Keen to work with professionals from different countries and cultures. Able to travel when required for SEAPAVAA-related work.



Skills

- Strong organizational skills and an eye for detail.
- Excellent written and oral communication skills in English. Proficiency in the other languages used in the Southeast Asia-Pacific region is a plus.
- Adept in IT and multi-media tools. Willing to learn different digital tools and applications. Knowledge in Photoshop, Word Press, and Adobe suite of programmes would be a plus.

Educational Qualifications and Experience

- A bachelor's degree, preferably in related fields such as International / Public Relations, Library and Information Studies, Communication, and Development Studies.
- Experience in audiovisual heritage and preservation, have worked at not-for-profit cultural institutions, or international relations would be useful.
- Fresh graduates with some related experience may apply.

EMPLOYMENT TERMS AND CONDITIONS

The Assistant Coordinator is a full-time position, renewable on a yearly basis, with an initial six-month probationary term. Upon confirmation, the Assistant Coordinator will be promoted to Administrative Coordinator.

The initial base pay for the probationary term is commensurate with experience and qualifications. A benefits package, including Social Security and Health Insurance, will be available after the probationary period.

Salary raises after the appointment is placed on permanent establishment and is dependent on performance as assessed by the SEAPAVAA Executive Council.

APPLICATION PROCESS

Interested applicants should email their Letter of Intent and Resume / Curriculum Vitae with the subject heading: **Assistant Coordinator Application [your last name]** to **secretarygeneral@seapavaa.net** AND **secretariat@seapavaa.net** by **8 November 2022**.

Only short-listed candidates will be contacted for interview. References should be made available upon request.