

<b>NFSA Branch</b>	Access & Outreach (Collection Access Section)
<b>Project Title</b>	Collection Access – Film cataloguing projects
<b>Tasks</b>	<p>Working primarily with the collection access area, this internship provides the opportunity for a student to learn about audiovisual cataloguing in the archives and museums sector. They will gain practical insight into the provision of film loans and experience in using a number of collection databases. This project would encompass mostly collection items held for the purpose of screening loans or for other public uses. There is the opportunity to focus on a collection of German film titles.</p> <p>The project would include the following tasks:</p> <ul style="list-style-type: none"> <li>• Creating catalogue records for new film titles</li> <li>• researching the item, credits, associated articles and publicity material, rights and licences (if applicable);</li> <li>• Writing and editing short synopsis notes for the catalogue entry</li> </ul>
<b>Outcomes</b>	<p>The project outcomes will include:</p> <ul style="list-style-type: none"> <li>• New collection items are researched and catalogued so as to make them publicly accessible;</li> <li>• Rights status of new collection items are researched and recorded;</li> <li>• Synopses are researched and written.</li> </ul> <p>The learning outcomes for the intern will include:</p> <ul style="list-style-type: none"> <li>• Training in audiovisual cataloging and archiving across a number of different collection formats and works.</li> <li>• Increased understanding of copyright, licensing and rights management issues within the audiovisual archive sector.</li> <li>• Strengthened cataloguing, copyright, teamwork and researching skills.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Cataloging knowledge, basic copyright knowledge, and an interest in developing collection records for audiovisual archives and industries.</li> <li>• An interest in Australian and international film culture.</li> <li>• Basic knowledge of audiovisual production and distribution processes.</li> <li>• Suitable for students specialising in: library or information management studies, audiovisual archiving, or museum or library studies at any level.</li> <li>• German language skills a bonus.</li> </ul>
<b>Timeframe</b>	Ongoing – a minimum of four weeks or equivalent required.