**JOB SPECIFICATION**

**AUDIO-VISUAL ASSISTSANT**

The National Archives and Records Service of South Africa (NARSSA) is looking for youth with a qualification in Archival Studies for a period of 8 months. The incumbents will be required to perform the following duties:

**Preparing film and video material for digitization**

When digitizing film and video material, a couple of preparatory steps need to be followed before the scanning happens. This preparation includes:

* Sorting and handling of material film and video material
* Revising and updating existing list against the material itself
* Rewinding of films that may have been stuck together
* Physical repair on film (re splicing, new perforations)
* Washing the films to remove any foreign particles that may damage material during the scanning process

**Digitization of Audio- Visual Records**

Once the preparation process is complete, we move to the actual digitization whereby the Archivist Assistant will be trained on scanning of films at two frames per second, and also in all various speeds, the analogue material will be scanned in either 4k or HD into digital files that may be saved in formats such asJPEG2000, DPX, ProRes

**Film Comparison**

Post the scanning, the Archivist Assistant will be expected to do comparison, this is when they will be establishing whether the sound and picture match each other or are in sync. They will determine the most appropriate restoration workflow

They will also be giving scanning reports, whether films were scan via the wet or dry gate, the speed of the scanner, etc.

**Repacking of Archival Material**

Postthe entire work flow, the Archivist Assistant will pack back material in theiroriginal packaging and ensure they are safely stored back to their vaults.

**Report on Progress to Supervisor**

All progress should be made known to the supervisor and the reports should be sent via email upon discussion of the progress.