



Call for applications

«Going back through memory lane»

Call for applications for the recruitment of an archivist.

Deadline: 20 Janvier 2023, minuit (Heure du Cameroun)

The Forest Creative Loft is pleased to announce the opening of a call for applications for an archivist for their Going back through memory lane project which will run from January to September 2023.

The Forest Creative Loft is an experimental creative space that opened in May 2020 in Bali, Douala, Cameroon. A site of infinite signs and potentialities, The Forest uses itself as a symbol and a place of infinite possibilities; both for its positive and opposite traits.

Through its programming, The Forest enables the exchange of knowledge between artists, global and cultural citizens to participate in challenging stereotypes, creating new and rewarding narratives of alternative imaginaries for the African continent.

As part of its activist, social and artistic activities, The Forest has committed itself, with the support of its friends, to participate in the aftermath of the Anglophone crisis by providing moral, mental and financial support to some of the internally displaced people and it is in this context that the Going back through memory lane project is being developed.

Going back through memory lane is a project that aims to participate in the reparation of individual and collective memories through the creation of a digital archive. The project involves field trips to collect voices and stories, a series of workshops and public presentations.

The archivist will be selected in January 2023 via a call for applications followed by an interview by a committee consisting of the project director, manager, curator and administrative manager.

This call is open to any African resident in Cameroon, preferably in Douala, fluent in English and French. Pidjin would be an additional point.

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Key roles and responsibilities

- We are looking for a candidate for a full time position for a fixed term from January 2023 until the end of September 2023.
- We are looking for a proactive person who understands the challenges of the project and has the ability to synthesise information to produce quality work.
- The archivist must be methodical, meticulous and careful in handling sensitive and fragile documents.
- The archivist must be a person who masters the tools of digital preservation.
- This person should be able to take on the role of collecting and safeguarding the various data, visual, textual and audio materials that will be produced for the digital platform.
- This person will have to develop an archive that is easily accessible for different types of audiences.
- This person will work closely with the whole project team, especially the webdesigner, the curator, and the communication officer.
- The archivist will be expected to work from The Forest's offices in Douala, Bali and will be required to be present for some travel.
- A monthly salary is offered for the task and will be communicated during the interview.

Requirements:

Each application should include:

- A letter of motivation demonstrating an understanding of the challenges of such a project (maximum one page)
- a curriculum vitae demonstrating experience in the field (maximum two pages)

NB: Applications should be sent (in PDF format) no later than 20 January 2023, midnight (Cameroon time) to the following email address: theforestcreativeloft@gmail.com with the subject line: **Recruitment call for archivist.**

For any question, related to the call, please contact us by e-mail: theforestcreativeloft@gmail.com

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