

EXTERNAL

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Amnesty International
International Secretariat
1 Easton Street
London WC1 8DJ
United Kingdom

TO: EC Sections

FROM: Personnel Office

DATE: 23 July 1991

RE: AUDIO VISUAL ASSISTANT

You will be responsible for the maintenance and updating of our photographic collection cataloguing, classifying, labelling and filing all in-coming material. You will assist with similar duties in relation to the video collection and other AV materials.

Your work will involve liaising with our Research and Campaign Departments in choosing photographic material for publications and campaigns and you will create captioned labels for the photographs to be used in our monthly newsletter.

It is essential that you have a methodical approach to your work and that you are able to work to strict deadlines. A knowledge of copyright is desirable. You should have experience of working with AV software and equipment, and good keyboard skills.

CLOSING DATE: 19 AUGUST 1991 REF NO: ISD-4

For further information and an application form, please contact (quoting Ref No ISD04)
Personnel Office
Amnesty International
International Secretariat
1 Easton Street
London WC1 8DJ
Tel: (071) 837 3805 (24hr ansaphone)

RECOMMENDED ACTION

Please circulate this vacancy as widely as possible to interested parties asking them to contact the Personnel Office at the above address.