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Deputy Curator: Kevin Gough-Yates

As from the F.I.A.F. Secretariat, Brussels

Mrs. Karen Jones,
 36 Sutherland Place,
 London, W.2.

25th April, 1974

Dear Karen,

We have pleasure in offering you a contract for the post of Editor of the International Index to Film Periodicals. The terms of employment are as follows:

- 1) Your place of work will be the F.I.A.F. office at 90/98 Shaftesbury Avenue, London W.1.
- 2) You will edit all indexing forms sent to you by the participating archives.
- 3) You will edit the card material for the annual printed catalogue of the Index.
- 4) The contract will run from 1st May, 1974 until 30th April, 1975.

The post will be graded as the equivalent of a Grade 8 post at the British Film Institute and subject to salary increases that apply to British Film Institute staff. The salary will be £3,599 per annum and will be paid in English Pounds on the last day of each month, in equal parts, commencing May 1974.

- 5) Your hours of work will be 10 a.m. to 6 p.m., Monday to Friday, with one hour for lunch.
- 6) All sundry expenses met out of petty cash must be accounted for by a statement at the end of each month.

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- 7) All other expenses for the operation of the project must first be authorised by a F.I.A.F. Executive member and paid out of the F.I.A.F. account in London. Monthly accounts must be provided to the Secretariat.
- 8) All cases of sickness should be notified immediately to the Secretariat of F.I.A.F. and the National Film Archive in London.
- 9) You will be entitled to fifteen days holiday per annum on a pro-rata basis. The dates on which you would like to take your holiday should be notified to the National Film Archive and the Secretariat.
- 10) This contract may be terminated at any time at one month's notice on either side.

Will you please sign the copy of this contract and return it to me.

Yours sincerely,

Jacques Ledoux
Secretary-General

cc. Kevin Gough-Yates
Jon Stenklev
Eileen Bowser