



Position Title: Director, Digitization Program - FMIA (Florida Moving Image Archives)
Reports To: Archives Director
Department: Lynn and Louis Wolfson II - FMIA
Prepared By/Date: Donna French/08-17-2011
Approved By/Date: Madeline Pumariega/08-26-2011
Revised:

Job Code: 0124
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

This position is responsible for directing the digitization program of the Lynn and Louis Wolfson II Florida Moving Image Archives including: supervision of part-time technical staff; workstation design and configuration; troubleshooting and minor repair of equipment; film and video post-production services and system integration; management of digital video storage and retrieval systems; and configuration and management of web-based client access systems for digital video assets.

Essential Duties and Responsibilities:

- Plans and directs the day-to-day operations of the videotape digitization lab, the digital telecine system, the digital video asset management system; and the public website
- Coordinates activities of technical staff to ensure continuous production of digital assets with minimal downtime
- Trains and evaluates approximately twelve (12) employees assigned to this function
- Manages multimedia engineering and repair and systems configuration
- Oversees digitization program budget and makes expenditure recommendations to the Archives Director
- Makes recommendations for the acquisition of system components, software, vendors, and consultants to ensure the most effective and efficient technologies for the digitization program
- Ensures compliance with College standards
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of legacy professional video formats and equipment, including U-matic, Betacam, VHS
- Knowledge of video post-production software platforms, methods, techniques, and standards
- Knowledge of Windows and Macintosh operating systems
- Ability to lead a team performing technical work and coordinate day-to-day activities
- Ability to evaluate and edit the content, structure, and format of a range of written material
- Ability to utilize professional audiovisual facilities and equipment
- Ability to supervise twelve (12) employees and train technical staff
- Ability to interpret, adapt, and apply guidelines and procedures
- Ability to utilize professional audiovisual facilities and equipment
- Ability to work effectively in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit. Some bending, reaching, and lifting up to twenty five (25) pounds may be required to re-wire, disconnect equipment and cables, and handle tapes and films.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The archival storage area will operate at a temperature of 60 degrees Fahrenheit and there may at times be dust and film cleaning chemicals that could present a challenge for persons with allergies or sensitivity. Dust masks are provided as personal protective equipment as needed.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree from a regionally accredited institution in a related field and three (3) years of experience with technical experience in professional film and video post-production; or a Bachelor's degree in related field and seven (7) years of specified experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name