



Position Title:	Archives Coordinator	
Reports To:	Director, College and Wolfson Archives	
Department:	Wolfson Florida Moving Image Archives	Job Code: 0145
Prepared By/Date:	Robert Calabrese/02-01-2010	Job Group: PEC
Approved By/Date:	Rene Ramos/02-02-2010	Salary Grade: 15
Revised:	Jennifer C. Brito/02-04-2010	FLSA Status: Exempt

Summary:

The Archives Coordinator has the curatorial responsibility for film/video preservation, restoration and assists in the planning, developing, organizing, scheduling, and marketing of the Wolfson Florida Moving image Archives. Additionally, this position functions as second in charge of Wolfson and College Archives and has financial responsibility in both accounts.

Essential Duties and Responsibilities:

- Provides curatorial leadership to both the Wolfson and College Archives collection
- Prioritizes and supervises the restoration of legacy video formats and the development of the cataloging systems for both Archives
- Supervises the staff and budgets including budget preparation, accounts receivable, license agreements and invoices for the Archives
- Receives, processes and supervises all donations, research requests and footage sales
- Co-writes grant applications with the Director, meets grant requirements and develops progress reports
- Administers and monitors the preservation projects and status of Archive holdings
- Maintains the collection's inventories, supervises staff data and metadata entry
- Establishes program offerings and develops measures to determine the overall effectiveness
- Generates and governs contracts and agreements for users of the Archives productivity contractors working for the Archives
- Develops innovative programming for Miami-Dade County's film industry, historical society, museum executives, publicists and the Wolfson Foundation board of Directors
- Coordinates program throughout the year to include sessions with MDC faculty and student at all campus, feeder schools, and community outreach presentations
- Oversees the development of promotional material, created by MDC's Publications, Marketing Department and other MDC operational units, used to promote the Archives and Archives' events
- Trains and supervises subordinates in proper use of film and video equipment for moving image preservation
- Performs related duties as assigned

Knowledge, Skills and Abilities:

- Comprehensive knowledge of video archival processes, practices and procedures
- Fully understand internationally accepted standards of film/video preservation, restoration and storage and judiciously apply those to the Wolfson and College Archives
- Knowledge of film history and technology, and the history of Florida
- Ability to operate and maintain a variety of specialized and sometimes obsolete films and video equipment
- Excellent communication, written and consumer relation skill in order to write grants and provide the donors with information about the Archives

- Excellent management skills
- Ability to effectively create presentations, advertising and brochures and present them in one-on-one and group situations to customers, clients, donors and the community
- Ability to logically analyze archival organizational strategies and determine the appropriate cataloging and metadata strategies needed to make the Archives more valuable
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

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 employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and in outside weather conditions such as extreme cold and extreme heat

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 reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

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

Essential Personnel:

Non-essential

Minimum Requirements:

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

- Bachelor’s degree from a regionally accredited institution in film history library science or equivalent and six (6) years of professional experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name