



Position Title:	Archives Curator/Preservationist		
Reports To:	Director, Wolfson Moving Image Archives		
Department:	Wolfson Moving Image Archives	Job Code:	3601-01
Prepared By/Date:	Jennifer C. Brito/2-27-2009	Job Group:	SNE
Approved By/Date:	Robert Calabrese/2-27-2009	Salary Grade:	11
Revised:		FLSA Status:	Non-Exempt

Summary:

This technical position that reports to the Archive Director has the responsibility for a variety of duties in film/video preservation, archival restoration, research, and archive administration.

Essential Duties and Responsibilities:

- Provides curatorial information to staff and users pertaining to Archive collections
- Receives, processes and directs all research and footage requests
- Prioritizes and supervises the restoration of legacy video formats
- Manages license agreements and invoices to clients for research and licensing fees
- Administers and monitors preservation projects and status of Archive holdings.
- Maintains the collection's inventories, supervises staff data and metadata entry
- Trains and supervises subordinates in proper use of film and video equipment for moving image preservation.
- Prioritizes all film and video duplication and re-mastering.
- Works with digital editing systems to produce television programming, presentation materials, and web accessible versions of Archive content.
- Develops and lectures in public programs, produces publicity, and appears for interviews in a variety of media outlets.
- Exercises responsibility for and coordinates logistics for festivals and special events
- Assist Archive director with grant applications and progress reports.
- Other duties as assigned

Knowledge, Skills and Abilities:

- Must have the ability to operate and maintain a variety of specialized and obsolete film/video equipment (e.g. 16mm and small gauge telecine, 35mm Film Projection systems, film projection make up tables, portable film and data projectors, cement and tape film splicers, flat-bed film edit systems, table top film viewers, automated film inspection machinery, ultrasonic film cleaners, automatic and manual film rewinders, video duplication systems, videotape cleaning and burnishing systems, legacy format videotape recorders and playback)
- Must possess excellent communication, written and customer relation skill in order to maintain working relationship with all users of Archive collections, and provide principle curatorial information to staff and users.
- Must have a comprehensive knowledge of video archival processes, practices and procedures
- Must fully understand internationally accepted standards of film/video preservation, restoration and storage
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the Archives
- Ability to logically analyze problems and determine the appropriate actions to take for resolution

- Ability to work in a multi-ethnic and multi-cultural environment with customers, 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 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 and lift objects weighing 20 pounds or less. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is required to walk and sit. 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 in an appropriate field and two (2) years of related experience, or A.A degree and four (4) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name