



**Position Title:** Part-Time Digitization Program Technician - FMIA (Florida Moving Image Archives)  
**Reports To:** Digitization Program Director and Archives Director  
**Department:** Lynn an Louis Wolfson II - FMIA **Job Code:** 8219  
**Prepared By/Date:** Donna French/08-17-2011 **Job Group:** Class-R  
**Approved By/Date:** Madeline Pumariega/08-26-2011 **Salary Grade:** CT  
**Revised:** **FLSA Status:** Non-Exempt

**Summary:**

This position performs tasks related to the digitization program of the Lynn and Louis Wolfson II Florida Moving Image Archives.

**Essential Duties and Responsibilities:**

- Prepares tapes and films for digitization
- Operates computer-based digitization workstation
- Performs basic post-production operations
- Coordinates automated batch formatting and compression jobs
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge in the use and operation of multimedia equipment and computers, including Windows and Macintosh systems
- Knowledge of non-linear video editing systems ; such as, Final Cut Pro and Adobe Premiere
- Ability to work independently with little or no supervision
- Possess excellent communication skills (both written and oral)
- Ability to utilize professional audiovisual facilities and equipment
- Ability to work well 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 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.

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.

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.

- Two (2) years of technical experience in a production environment including exposure to professional film and video equipment; relevant academic coursework may be substituted for technical experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name