



## Video Archivist & Post Production Specialist Job Description

### JOB INFORMATION

Job Code:	168207
Job Title:	Video Archivist & Post Production Specialist
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Video Archivist/Post Production
Job Family Group:	Arts Production Support
Management Level:	7 Individual Contributor

### JOB SUMMARY

Oversees the collection, management and transfer area of broadcast video equipment, a content management system and staff that operate all of the systems. Administers educational, instructional and/or reference materials collection(s). Ensures the integrity of tapes in the archive. Provides services for patrons including ensuring requests for distribution copies of the archive are fulfilled. Receives and catalogs new additions to collections(s). Preserves, maintains and repairs materials, as needed.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Specialized knowledge pertinent to materials in collection(s) and archival equipment Knowledge of scanning techniques and digital file formats. Video post-production experience.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
	X	Experience as a special collections archivist. Experience utilizing digital reproduction technologies for preservation and access.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees the collection, management and transfer area that consists of racks of broadcast video equipment, a content management system and staff that operate all of the systems. Administers educational, instructional and/or reference materials collection(s). Ensures the integrity of tapes in the archive. Oversees preservation projects concerning tapes in the archive. Provides services for patrons.				
Provides leadership, guidance and direction to staff and/or student workers within unit, as assigned. Schedules and assigns work and sets priorities. Demonstrates techniques, equipment or procedures to others. Trains employees as needed.				
Oversees the design and development of information systems. Defines the needs and oversees the development and/or modification and integration of software and/or software tools for the collection. Troubleshoots a system that is down. Ensures compliance with department and university policies.				
Defines equipment needs. Selects special collection items or equipment for purchase.				
Oversees the fulfillment of access requests and responds to requests for information concerning the collection. Determines how to handle problematic requests and/or the cost for a particular access request. Inventories collection; reconciles and organizes data and reports concerning the location and condition of the collection. Uses accepted methods of protecting and preserving delicate documents, and video and digital materials.				
Modifies and implements operational procedures for the collection. Interprets policies and procedures.				
Gathers facts and figures to develop a budget. Provides projections as appropriate.				
Receives, inventories, catalogs and shelves or stores all new acquisitions according to professional standards.				
Stays informed of new developments and technologies.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.