UNIVERSITY OF SOUTHERN CALIFORNIA
Cinematic Arts Cataloger
Job Code: 129267

Grade: H
OT Eligible: Yes
Comp Approval: 2/19/2010

JOB SUMMARY:
Provides services for patrons and/or students of the Cinematic Arts collection of student films and video productions. Receives, inventories, appraises, describes, catalogs, shelves and arranges the new Cinematic Arts student films and video productions for storage and distribution. Assists others with providing proper legal documents for films and video productions. Ensures that all necessary legal documents are accounted for prior to any public screenings or media distribution.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

____  ______ Provides services for patrons and/or students of the Cinematic Arts collection(s) of student films and video productions. Advises on use of collection of films and video productions. Researches and provides requested information regarding collection of films and video productions.

____  ______ Receives, inventories, appraises, describes, catalogs, shelves, and arranges the new Cinematic Arts student films and video productions for storage and distribution in accordance with professional standards. Ensures that film and video productions are accurately cleared and that electronic catalog is current and accurate in order for productions to be distributed effectively. Ensures clearance and cataloging of webisodes. Makes improvements to the physical organization of the collection(s), as needed.

____  ______ Ensures inventory, reconciliation, and organization of data and reports for collection(s) is completed on a regular basis concerning the location and condition of the collection(s). Ensures utilization of accepted methods of protecting and preserving collection materials such as films and video productions.

____  ______ Serves as liaison between students, school and other university departments on matters concerning collection(s). Assists students and others with providing proper legal documents. Deciphers legal documents, SAG contracts and scripts. Ensures that filmmakers have provided all necessary contracts and legal documents prior to any public screenings or media distribution.

____  ______ Assists in the development, modification and implementation of operational policies and procedures for collection. Interprets and explains policies and procedures. Ensures that faculty, staff, students and patrons comply with all applicable policies and procedures.

____  ______ Establishes and maintains records of student films and video productions. Identifies and resolves inappropriate records. Prepares status reports of student films and video productions collection(s), as requested.

____  ______ Develops and implements information systems. Defines the needs and/or the development and/or modification of software for the collection. Ensures compliance with department and university policies, as well as applicable laws.

____  ______ Provides leadership and guidance to student workers, as assigned. Demonstrates techniques, equipment or procedures, as needed.
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

**Essential:**

- No
- Yes  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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 1 year

**Minimum Field of Expertise:**

- Cataloging experience. Knowledge pertinent to film and video productions. Knowledge of and familiarity with moving image media (DVD, ¾” Beta, Beta SP, VHS, DV Cam, HD Cam, 35 mm film and 16 mm film) and film and video playback equipment. Knowledge of scanning techniques and digital file formats.

**Preferred Education:**

- Master’s degree

**Preferred Experience:**

- 2 years

**Preferred Field of Expertise:**

- Master’s degree in Library Science

**Skills: Administrative:**

- Communicate with others to gather information
- Coordinate work of others
- Customer service
- Establish records
- Gather data
- Input data
- Knowledge of contract and legal documentation
- Knowledge of moving image formats
- Knowledge of scanning techniques and digital file formats
- Maintain records
- Prioritize different projects
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
Skills: Other:
  Analysis
  Assessment/evaluation
  Interpretation of policies/analyses/trends/etc.
  Knowledge of applicable laws/policies/principles/etc.
  Organization
  Planning
  Research
  Teaching/training

Skills: Machine/Equipment:
  Computer network (department or school)
  Computer network (university)
  Computer peripheral equipment
  Fax
  Moving image equipment
  Personal computer
  Photocopier
  Scanners

Supervises: Level:
  May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ____________________________  Date: ____________________________

Supervisor: ____________________________  Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer