

## JOB OVERVIEW

**JOB TITLE** Archivist Manager

## JOB PURPOSE

Create procedures and policies to maintain retrievable computer archives and databases. Ensure the security and safety for all the audiovisual materials.

## DUTIES & RESPONSIBILITIES

- Creates suitable archiving procedures based on the policies of the company.
- Sets the guidelines for proper receiving, archiving and retrieving audiovisual materials.
- Establishes a safe and secure back up system for all archiving records such as video tapes, DVDs & external hard disks.
- Maintains the metadata of all the audiovisual materials in the archives.
- Sets and supervises the mainly archiving tasks such as: Categorization, Archiving, viewing, digitization, sharing audiovisual materials between offices & staff.
- Establishes and administer policy guidelines concerning public access and use of materials.
- Provides reference services and assistance for users needing archival materials.
- Ensures a smooth delivery of the archival materials when needed.
- Supervises the coordination with other departments and offices.
- Holds the department administrative tasks such as: daily schedule, time sheet, sick leaves, contracts renewal, vacation...
- Provides analytical reports for the upper management.
- Leads, trains and assists the team to achieve certain tasks.

## QUALIFICATIONS

- Graduate degrees in archiving, library science, or similar areas of study

## KNOWLEDGE & EXPERIENCE

- Possess a wide experience in TV production and audiovisual materials.
- Expert in dealing with different audiovisual formats such as tapes, DVDs, QuickTimes and other digital files.
- Passionate about media and film, and the preservation of it.
- Maintaining a database of media locations within the archive.
- Understand the importance of clear metadata.
- Very familiar with the archive storage facility and how to navigate it.

## SKILLS & ABILITIES

- Leadership skills to manage a group of people.
- Problem solving abilities.
- Archiving tasks expertise.
- Have excellent communication skills.
- Be very well organized.
- Have good attention to detail.
- Have good IT skills.
- Understand the relevant health and safety laws and procedures.