



JOB INFORMATION

Job Code:	129267
Job Title:	Cinematic Arts Cataloger
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Cinema/Film
Job Family Group:	Cinematic Arts
Management Level:	7 Individual Contributor

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 QUALIFICATIONS:

Education

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

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 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		Cataloging experience.
X		Knowledge pertinent to film and video productions.
X		Knowledge of and familiarity with moving image media (DVD, 3/4" Beta, Beta SP, VHS, DV Cam, HD Cam, 35 mm film and 16 mm film) and film and video playback equipment.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of scanning techniques and digital file formats.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			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.