

Audiovisual Technician (MCG/AVT2)

1. Job Purpose

Under the supervision of the Technical Processes Coordinator, the incumbent is responsible for the preservation and conservation of the microfilm and audio collections.

2. Key Outputs

- Material microfilmed.
- Labels affixed
- Microfilms duplicated.
- Microfilms digitized.
- Microfilms processed.
- Client requests satisfied
- Microfilms filed.
- Audio recordings transferred.
- Audio recordings edited.
- Off-air broadcasts recorded.
- Documentation prepared and maintained.
- Environmental conditions monitored.
- Technical metadata assigned.
- Reports prepared.

3. Key Responsibilities

Technical

1. Collates materials to be microfilmed:
2. Ensures correct pagination.
3. Checks contents of materials to ensure items are in correct order.
4. Record missing pages or folios.
5. Microfilms materials from the print collection
6. Prepare labels for microfilming to ensure easy identification such as title, name of collection, location, date of filming, etc.
7. Digitizes damaged and deteriorating microfilms.
8. Processes and duplicates 16/35mm microfilms.
9. Maintain inventory of supplies
10. Provides microfilm scans on request.
11. Assists with routine maintenance of microfilm equipment Files microfilms Assists members of staff and the public in the use of microfilm readers
12. Prepares audio material for digitization.
13. Conducts the transfer of audio material to digital format
14. Assists with recording off-air radio broadcasts.
15. Documents technical metadata for preservation and access to audio visual resources.
16. Adheres to conservation practices by demonstrating at all times safe handling of material.
17. Adheres to digitization standards for audiovisual material.

18. Keeps abreast of developments, trends and issues in areas of responsibility.
19. Prepares monthly progress reports.
20. Performs routine maintenance on audio visual equipment
21. Assists with the installation and operation of the public address system for both NLJ and off-site functions.

4 Performance Indicators

1. Material collated for microfilming according to agreed standards
2. Labels prepared according to agreed standards
3. Material microfilmed according to agreed standards
4. Material microfilmed vs target set
5. Material duplicated according to agreed standards
6. Microfilms duplicated vs target set
7. Microfilms digitized according to agreed standards
8. Audio recordings digitized vs target set
9. Audio recordings digitized according to agreed standards
10. Audio recordings edited vs target set
11. Audio recordings edited according to agreed standards
12. Off-air broadcasts recorded within specified time
13. Off-air broadcasts recorded vs target set
14. Environmental conditions monitored according to agreed standards
15. Reports prepared within specified time

5 Core Competencies

- Oral Communication – Level 1
- Written Communication – Level 1
- Customer & Quality Focus – Level 1
- Team Work & Cooperation – Level 1

6 Functional Competencies

1. Preservation and Conservation – Level 1
2. Data Management – Level 1
3. Digital Resource Technology – Level 1

7 Minimum education and experience

1. Five (5) passes at CSEC level or equivalent including English Language
2. One year related working experience

8 Special conditions associated with the job

1. Exposure to acetate-based microfilm subject to deterioration leading to vinegar-syndrome.
2. Exposure to chemicals when undertaking conservation work.
3. Requires wearing protective gears when working with film.

Salary scale \$595,465 - \$707,820 p.a.

Applications accompanied by detailed resume should be sent by **Wednesday October 18, 2017**
to:

Director HRM & Administration
National Library of Jamaica
12 East Street, Kingston.
Email: nljhrm@cwjamaica.com

We appreciate all responses, however only shortlisted candidates will be contacted

