

## Technical Process Coordinator – Audiovisual Technician (MCG/AVT5)

### 1. Job Purpose

Coordinates the technical services of the Audiovisual and Micrographic Services Department which includes the supervision of micrographic, film and sound operations.

### 2. Key Outputs

1. Quality control on microfilms completed.
2. Quality control on reformatted material completed
3. Workflow processes and procedures coordinated
4. Clients' requests satisfied.
5. Videocassettes digitized.
6. Technical metadata documented
7. Microfilm inventory maintained
8. Equipment installed for functions and presentations
9. Functions and presentations recorded.
10. Repairs and maintenance of audiovisual media systems conducted
11. Environmental conditions monitored
12. Progress reports submitted
13. Training provided

### 3. Key Responsibilities

#### Technical

1. Supervises the film/sound operations by:
  - a. Ensuring that the transfer of 16mm cinefilm to digital format is done to international standards.
  - b. Ensuring that the transfer of audio formats (e.g. audio reel to reel, audiocassettes, phonodiscs) to digital format is done to international standards.
  - c. Provides guidance on the transfer of 16mm films and video cassettes in an advanced state of deterioration.
  - d. Monitoring and performing quality control checks with regards to the digitization of videocassettes, phonograph records, film, etc.
  - e. Determine the appropriate treatment of deteriorating 16mm cinefilm
2. Supervises the Micrographic operations by:
  - a. Coordinating workflow processes and procedures
  - b. Conducting quality control checks with regards to:
    - i. Completed microfilms
    - ii. Duplicated microfilm
    - iii. Digitized microfilm
  - c. Determine the appropriate treatment of deteriorating microfilms
  - d. Maintain the inventory of microfilms
3. Maintains the Department's equipment by:
  - i. Researching and advising on the maintenance and replacement of equipment as well as specifications and types of materials to be ordered.

- ii. Diagnosing and resolving issues relating to audiovisual media systems
  - iii. Documenting the repairs and maintenance of audiovisual media systems
  - iv. Monitoring the environmental conditions under which the archival materials are kept.
  - v. Sourcing goods and services to be procured.
4. Coordinates the processing of audiovisual queries by:
    - i. Consulting with clients to determine their needs
    - ii. Maintaining contact with external stakeholders to satisfy information needs of clients
    - iii. Preparing quotations for material requested
  5. Coordinates the installation of equipment (public address system, recording mechanisms, video recorders, etc.) used for functions and presentations
  6. Assists with the preparation of the budget by providing information on:
    - a. the capital cost of purchasing new equipment
    - b. replacing equipment and supplies;
    - c. the cost of servicing equipment.
  7. Digitizes videocassettes (VHS, U-matic, Beta).
  8. Documents technical metadata for preservation and access to audiovisual resources.
  9. Keeps abreast of trends and issues pertinent to role and function.

#### **Administrative/Human Resource**

1. Submit progress reports on work-related activities and other assigned projects.
2. Monitors the department's work plan
3. Liaises with the Head of Department in the identification of training opportunities for technical staff
4. Assists in the appraisal of technical staff
5. Participates in the recruitment and orientation of technical staff
6. Conducts on-the-job training for technical staff
7. Represents the organization at meetings, seminars and conferences as directed

#### **4 Performance Indicators**

1. Quality control on microfilms completed according to agreed standards
2. Quality control on microfilms completed within specified time
3. Quality control on reformatted material completed according to agreed standards
4. Quality control on reformatted material completed within specified time
5. Workflow processes and procedures coordinated according to agreed standards
6. Clients' requests satisfied within specified time
7. Videocassettes digitized vs target set
8. Videocassettes digitized according to agreed standards
9. Technical metadata documented vs target set
10. Technical metadata documented according to agreed standards
11. Microfilm inventory maintained according to agreed standards
12. Equipment installed for functions and presentations within specified time
13. Functions and presentations recorded within specified time
14. Repairs and maintenance of audiovisual media systems conducted within specified time

15. Environmental conditions monitored according to agreed standards
16. Progress reports submitted within specified time
17. Training interventions provided vs target set

#### **5 Core Competencies**

- Oral Communication – Level 2
- Written Communication – Level 2
- Customer & Quality Focus – Level 2
- Team Work & Cooperation – Level 2

#### **6 Functional Competencies**

1. Preservation and Conservation – Level 1
2. People Management – Level 1
3. Records Management – Level 1
4. Data Management – Level 1
5. Information Communication Technology – Level 2
6. Planning and Organising – Level 1
7. Leadership – Level 1

#### **7 Minimum education and experience**

1. Bachelor's degree in related discipline and two years related experience or
2. Diploma in media technology with five years related experience
3. Three (3) years supervisory experience with certification in supervisory management
4. Excellent knowledge of the techniques in audiovisual preservation and conservation

#### **8 Special conditions associated with the job**

1. Exposure to chemicals used in the preservation and conservation of materials.
2. Required to work outside of normal working hours to include Saturday and/or Sunday.

**Salary scale \$1,023,377 - \$1,216,474 p.a.**

Applications accompanied by detailed resume should be sent by **Wednesday November 8, 2017**  
to:

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

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