

Class Code:.....0504
Position #: (PSA).....
Developed by:.....
Reviewed by:.....SG
Approved by:.....LK
Date:.....8/00; 11/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Curator, Media Resource Center
DIVISION: Academic Affairs (University Libraries)
REPORTS TO: Chair, Public Services Department
GRADE: 10
SUPERVISES: Student Assistants

BASIC FUNCTION:

Responsible for the administration, development, organization, services, and maintenance of the University Library's Media Resource Center and other library multimedia collections, including the Microform Collection. Provide media and microform services for other academic units at the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform, under the general supervision of the Chair of Public Services, independent, complex duties essential for support of the University's academic multimedia needs.

Provide collection development assistance for the selection and acquisition of new multimedia materials in support of the University curriculum. Research, select and acquire new multimedia materials. Develop and maintain the Media Resource Center's overall collections.

Research, select and acquire appropriate new technology.

Organize material within appropriate classification systems and work with the Library's Technical Services Department to assure compliance with all accepted cataloging standards, and to upload the material into the Library's catalog.

Manage and expend budget funds from all sources including the Film Studies Program for multimedia collections, supplies, equipment, repairs and other operating expenses. Manage the Media Resource Center's student assistant payroll.

Prepare grant proposals to government agencies and private organizations and individuals in accordance with Library and University grant policies. Administer grant funds received.

Serve as media resource and reference specialist for University Libraries on all multimedia issues.

Responsible for all aspects of supervision and administration of the Media Resource Center's student assistants. Supervise and check student work.

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Develop and implement policies and procedures for the efficient and productive operation of the Media Resource Center and Microform Collection including, but not limited to, those relating to access, circulation, maintenance, preservation and security.

Provide for the security and maintenance of media hardware in the Media Resource Center's playback facility.

Act as liaison with University-wide community, including teaching faculty, graduate students, undergraduate students and staff for all multimedia needs.

Prepare departmental reports including, but not limited to, annual reports, budget requests, staffing requests, and strategic or other future plans.

Serve as an ex-officio member of the Film Media Program Executive Board.

OTHER DUTIES AND RESPONSIBILITIES:

Provide multimedia expertise and assistance to academic and co-curricular departments of the University as requested.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; two years of post-baccalaureate experience working with multimedia resources or collections; demonstrated experience with multimedia technology; demonstrated ability to communicate effectively orally and in writing; demonstrated experience in a managerial and/or supervisory capacity; demonstrated ability to prepare proposals for successful funding; strong interpersonal skills.

PREFERRED: MLS; working knowledge of appropriate computer technology and applications software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.