

## SUPERVISOR - FILM DISTRIBUTION/CUSTOMER SERVICES

### **Function of Job:**

Under general direction of designated administrator, to supervise acquisitions, use, maintenance and rental of film collection, act as liaison, reference person and consultant to customers and production staff, and provide assistance with specific media needs and projects.

### **Characteristic Duties and Responsibilities:**

1. Be responsible for classification, cataloging and accurate filing of 16 mm film and video tape, and the maintenance and/or revision of film classification system.
2. Supervise the expansion of film collection, including review of new films, evaluations and recommendations for purchase.
3. Supervise repair, replacement or retirement of older films.
4. Supervise, hire, train, instruct, and assign work to clerical staff and work study students, as assigned, in booking/billing of film rentals and other office management tasks.
5. Visit, advise, and/or consult with faculty, staff, students, clients and/or the general public about sources and use of films for teaching and other purposes; alternatives in making and producing films; rental programs, etc.
6. Strive to obtain new business and promote increased use of facilities through appropriate publicity, telemarketing, lectures, and other public relations efforts concerning departmental services.
7. Act as general customer liaison representative for Media Services, including setting up customer contacts with graphics, photography and equipment rental; confirming completion deadlines on work projects; and monitoring progress.
8. Develop and maintain informational materials, catalogs and newsletters to meet needs of faculty and general public.
9. Work with Director and staff to establish public relations policies, department/program goals and objectives.
10. Respond to requests of on- or off-campus groups for coordination of planned tours, displays, exhibits, and similar activities.
11. Keep Director informed of potential problems with clients that might require his/her intervention.
12. Order supplies as required.
13. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in related field or equivalent combination of education and experience.
2. One year of related experience.
3. Knowledge of audio-visual and film equipment.
4. Knowledge of 16m film and video cassettes.
5. Supervisory ability.

7/24/85  
System Approval

7/24/85  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 8/18/77 and 10/26/78 as "Film Librarian."