



Virgin Islands Public Broadcasting System

## **MEDIA/VIDEO ARCHIVIST**

Virgin Islands Public Broadcasting System has an opening for a Media/Video Archivist on St. Thomas. The successful candidate will be responsible for the physical media and the digital assets of the station.

### **Duties and Responsibilities:**

- Collect, record, and maintain files, documents and photographs;
- Maintain and enhance current storage practices for physical media;
- Evaluate media/video content for preservation and retention;
- Ingest, record, and evaluate analog video content of historical importance; identify content that will provide long-term value to WTJX and transcode the content into digital format;
- Perform cataloging, retrieving, tracking and distributing of digital/ physical inventory;
- Respond to telephonic, email and written inquiries regarding media collection;
- Make duplicates of media content for sale and/or distribution among internal and external clients;
- Maintain knowledge and information on current trends and changes in the industry;
- Assist with developing and updating the online catalog of WTJX's media collection; and
- Assist with developing long-term conservation, preservation and restoration strategies for WTJX's media/video library.

### **Qualifications:**

- High school diploma or its equivalent;
- Three (3) years of experience in managing video assets and written records; *or* any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the job;
- Ability to demonstrate working knowledge of cataloging, librarian technology, standardize cataloging maintenance, archival practices and procedures;
- Familiar with organized video library, conservation and preservation of media and documents;
- Ability to demonstrate working knowledge of basic operational use of video recorders, DVD duplicator/recorder and video playback servers;
- Excellent written, oral, and interpersonal communication skills; and
- Computer literate in Microsoft Office applications, desktop publishing and word processing.

**Other Requirements:**

- Ability to work flexible hours;
- Ability to drive with a valid VI Driver's License;
- Ability to lift 30 pounds; and
- Ability to work with minimal supervision.

Interested applicants should submit a cover letter, resume and three (3) current professional letters of recommendation by April 6, 2016, to:

Diane C. Richardson, PHR, SHRM-CP  
Human Resources Director  
Virgin Islands Public Broadcasting System  
P.O. Box 7879  
St. Thomas, VI 00801

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer