

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Library Assistant
DEPARTMENT: Louis B. Mayer Library
LOCATION: Los Angeles Campus

COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment

PRINCIPAL RESPONSIBILITIES:

The Library Assistant is responsible for providing support to the AFI Conservatory faculty, Fellows and staff, through the staffing of the library circulation desk. This includes, but is not limited to the circulation, shelving and cataloging of Library materials and collections. This role involves high levels of face-to-face interaction with members of the AFI community.

PRINCIPAL DUTIES:

- Open/close Library on weekends and evenings.
- Circulate, discharge and shelve library materials.
- Shelf-read library collections.
- Provide assistance to Library patrons using library equipment and electronic resources.
- Page scripts and Cycle, Thesis and DWW films.
- Understand and administer library policies.
- Provide basic technical support to Fellows, faculty or staff in the computer labs.
- Provide coverage for the Library and Computer Lab during weekend and evening shifts.
- Catalog DVDs, Blu-rays, unpublished scripts, archival audio and video, and other materials as needed.
- Apply metadata to the Digital Asset Management system.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's Degree required.
- Minimum two years Library or administrative experience required.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Can work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.

- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Personal integrity with the ability to inspire confidence and trust.
- Must be able to lift boxes up to 25lbs.
- Knowledge of film history and production is desirable.

SUPERVISION:

The Library Assistant performs all duties and responsibilities under the guidance and supervision of the Library Director.