

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Archival Assistant  
**DEPARTMENT:** Digital Preservation  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Archival Assistant is primarily responsible for the organization and description of archival assets in digital environments under the guidance of the Archivist. Working closely with the Archivist, the Assistant will receive hands-on training with a variety of collections, including print, photographic, and moving image materials as they relate to digitized and born-digital holdings.

### **PRINCIPAL DUTIES:**

- Assist the Archivist with digitizing materials, assigning metadata, and cataloging digital assets in a Digital Asset Management System (Orange DAM by Orange Logic) according to industry and localized metadata schemas.
- Assist with creating descriptive metadata related to digitized and born-digital materials.
- Perform other duties as assigned.

### **EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree preferred.
- Interest in Digital Asset Management.
- Interest in archives and archival studies.
- Interest in the entertainment industry not required, but appreciated.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- Ability to 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, including the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory.
- Strong computer skills with strong knowledge in Microsoft Office in a Mac environment.
- Knowledge of Adobe Creative Cloud applications (e.g., Photoshop, Acrobat, and Lightroom)

- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.

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PART- TIME  X  If part-time, number of hours per week  up to 23   
TEMPORARY  X

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**Salary: \$17.87 per hour**