



Job Opening - Collection Manager - Canyon Cinema Foundation

30 hours a week during 9AM – 5PM business hours.

\$21 per-hour. Full medical/dental/vision HMO benefits.

Job Description

The Collection Manager is responsible for the oversight, care and preservation of the Canyon Cinema Foundation collections, which include the circulating film prints; magnetic, optical and digital media; and archives. Responsibilities include accessioning, processing loans, maintaining collections data and records management, preventative care, and implementation and creation of collection policies, emergency response and recovery. The Collection Manager supervises volunteer and interns, works closely with and reports to the Director.

Additional responsibilities include –

- Film inspection and repair, ensuring that all circulating prints are projectable and maintains inspection reports.
- Processing loan and purchase requests (along with the Director) via e-mail, phone and fax in a timely and professional manner.
- Fulfilling, traffic and shipping of all loan and purchase orders, and maintain relating records in MTS (Media Tracking System).
- Identifying and reporting late films and damages to the Director and filmmakers, and facilitate recuperating fees and prints from borrowers.
- Facilitates in-office previews for researchers.
- General maintenance of the office, keeping it well organized and clean with the other employee(s) and interns.
- Communicate purchasing requests for shipping, archive and office supplies.
- Train and supervise interns and volunteers.

Works with the Director to –

- Outreach to potential new as well as current filmmakers to obtain new works and elements. Including procuring descriptions, stills and other supporting materials for the on-line catalog.
- Identify and apply to potential funding and grant sources.
- Organize public programming and outreach events; oversee and develop special projects.
- Outreach to the larger independent artist made film and media community to increase visibility and circulation of the Canyon Cinema Collection.
- Nurture relationships with arts and education organization to establish joint programming opportunities.
- Publicize events and announcements on our website, via e-mail and through social media outlets, and general website maintenance.
- Remain informed of best practices and developments within the moving image arts and archiving fields.

Canyon Cinema Foundation
1777 Yosemite Ave., Ste. 210 San Francisco, CA 94124
415-626-2255 www.canyoncinema.com



Requirements:

- Masters Degree or advanced certificate in moving image archiving and preservation with a minimum of 2 years of relevant employment history (or 5+ years related professional experience).
- Familiarity with and interest in independent, artist made, experimental and avant-garde film history.
- Proficient handling and projection of all standard film formats (35mm, 16mm, Super 8 and 8mm).
- Work experience in digital and analog preservation.
- Working knowledge of digital preservation workflows, asset management and distribution practice.
- Proficiency with PCs and Microsoft Office (Word, Excel, Outlook).
- Knowledge of Macs, Adobe Creative Suite, video editing software, basic CSS and HTML will be considered an asset.
- Ability to lift 40 lb.
- Excellent written, oral, and interpersonal skills.
- Professional demeanor and work ethic. Ability to interface with customers of different backgrounds and levels of expertise.
- Detail-oriented, able to juggle multiple projects simultaneously, and willing to pitch in when needed.
- Self motivated, able to work independently and in a team.
- Ability to be flexible and adaptable in order to contribute to problem-solving activities within a growing, changing organization.

To apply:

Please submit resume, three professional references and cover letter to info@canyoncinema.com. Please reference the Collection Manager in the subject line and include your last name in the file name of all attachments. Applications must be received by Monday, August 3rd 4pm PDT.

Canyon Cinema Foundation is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.