

Film Collection Supervisor (6152U), BAMPFA  
University of California Berkeley

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<b>Job Title</b>	Film Collection Supervisor (6152U), BAMPFA
<b>Department</b>	BAMPFA
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 9, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library Arts/Museum/Theater
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**Job Description**

Film Collection Supervisor (6152U), BAMPFA  
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such

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values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get\\_redirect.php?id=1764780&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1764780&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1764780&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1764780&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1764780&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1764780&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

### Application Review Date

The First Review Date for this job is: January 21, 2020

### Departmental Overview

The mission of the UC Berkeley Art Museum and Pacific Film Archive (BAMPFA) is to inspire the imagination and ignite critical dialogue through art and film. BAMPFA has developed an international reputation for presenting one of the most active and ambitious exhibition programs, as well as for the quality of its art and film collections and research resources.

BAMPFA is an institution with a stellar history and an exciting future. For more information, visit our website

[\[url=https://apptrkr.com/get\\_redirect.php?id=1764780&targetURL=http://bampfa.org\]](https://apptrkr.com/get_redirect.php?id=1764780&targetURL=http://bampfa.org)<http://bampfa.org>.

### Responsibilities

The Film Collection Supervisor has primary oversight of the BAMPFA archival collection of approximately 20,000 films and videos representing international cinema and video art in a variety of gauges, formats, materials, and physical condition, ranging from the first decade of motion pictures

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through recent works and encompassing video art from the 1960s onward. Responsible for collection management including accessioning, inspections, recordkeeping, insurance, loans, licensing, maintenance, storage; for directing film and video preservation projects; and for supervision of technical and archive staff. Represents BAMPFA in institutional collection development strategizing and goal-setting. Assures practices meet standards for professional accreditation by FIAF (International Federation of Film Archives). Responsible for developing and managing budgets for the film and video collection, preservation, and technical exhibition staff and exhibition equipment maintenance.

\* Selects, trains, oversees, and evaluates the work of operational staff, volunteers, and/or students providing straightforward, non-complex care and/or documentation of part of the museum's collection. Oversees film collection management policies and procedures, assuring their ethical integrity and effectiveness. Assures that film collection practices meet professional standards of the field to remain accredited by the International Federation of Film Archives (FIAF). Directs film and video collection maintenance and management systems including those associated with acquisition, deaccessioning, conservation and preservation, history of usage, lending, borrowing, international and domestic shipping, inventory, archival storage, customs, disaster planning and recovery, and traveling exhibitions. Evaluates security needs. Establishes protocols for access to stored works and tracking of collection movement.

\* Coordinates staff, volunteer, and student work schedules and assignments. Recruits, trains, supervises and evaluates film collection staff. Oversees the recruitment and hiring of student employees, and delegates responsibility for training and supervision of student employees to appropriate staff. Recruits and manages BAMPFA projectionists, whose responsibilities include collection inspections and digitization as well as film and video exhibition, and delegates technical responsibilities to appropriate staff.

\* Manages the resources of the BAMPFA film and video collection and exhibition projection, including developing and administering the annual budget. Oversees schedule and approves costs of service calls for exhibition equipment maintenance in both theaters.

\* Performs professional level collection management or registration work. Serves as a lead in strategic planning for collection management, a key participant in offsite collection storage planning, and is involved in institutional short-term and long range planning. Determines or recommends operating policies, principles, and practices. Ensures safe collection practices and processes.

\* Oversees conservation and preservation work. Researches in depth the preservation status of selected titles. Oversees the work of specialized labs and other consultants. Identifies issues, establishes priorities, develops individualized strategies, sets goals and standards, approves results. Oversees collection management activities such as storage, preservation, cataloging, measuring, and caring for objects in the collection. Establishes or maintains records.

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- \* Collaborates with film curators to develop collection related programs; advises regarding collection history relevant to current programming and access. Collaborates with art curators to enable expanded use of collection films and videos in the galleries.
- \* Collaborates with Development Department on collection-related fundraising, grant applications, and reports including NEH, NEA and IMLS, and has primary responsibility for specialized applications proposals such as federal grants for film preservation (e.g., National Film Preservation Foundation). Seeks funding for BAMPFA exhibition programs.
- \* Determines priorities for film and video digitization in support of BAMPFA conservation, access and exhibition goals. Develops and oversees strategies for in-house migration of legacy formats. Oversees fulfillment of loans of moving-image digital files. Working with Film Library and Study Center, determines procedures for accessing and archiving moving-image digital files.
- \* Collaborates with film curators to identify film/videos for acquisition, deaccession, and preservation, and reviews potential acquisitions. Establishes workflow and protocols for born-digital acquisitions for both film and art collections. Coordinates purchases and long-term deposits. Works to align film and video collection acquisition processes with those of the art collection.

### Required Qualifications

- \* Knowledge of standard film and video collection and/or registration practices.
- \* Knowledge of collection-specific handling needs, storage standards, and requirements.
- \* Knowledge of the principles of conservation, security, and environmental controls.
- \* Knowledge of film and digital media distribution and exhibition practices.
- \* Knowledge of film and video history.
- \* Knowledge of copyright law and clip licensing.
- \* Knowledge of archival handling, and storage standards and requirements.
- \* Technical knowledge of film and video preservation and current technologies.
- \* Supervisory and leadership abilities.
- \* Problem-solving and analytical skills.
- \* Knowledge of information management systems.
- \* Resource management, project management, and grant writing skills.
- \* Knowledge of legal and ethical standards of collection management and of standards set forth by the International Federation of Film Archives (FIAF)
- \* Advanced degree in related area and/or equivalent experience/training.

### Salary & Benefits

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For information on the comprehensive benefits package offered by the University visit:

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### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get\_redirect.php?id=1764780&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1764780&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

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### Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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