

JOB DESCRIPTION

Job Title	Information Officer (4 days per week)
Responsible to	Head of Membership Services and Information
Location	Wells Street

Purpose:

Work in collaboration with the Head of Membership Services and Information to provide Members of Learning on Screen with up-to-date information on audiovisual media resources of value to the UK academic community as part of the Learning on Screen Membership and Information Services.

Find DVD's database

- Finding, Selecting and Cataloguing new and appropriate audiovisual titles (DVD, CD, websites) for the HE and FE community
- Keeping abreast of new audiovisual releases from distributors world wide

Moving Image Gateway database

- Finding, Selecting and Cataloguing

Directories

- Enter records into the Information Service directories including the Media Legislation and Reports resource/ Festivals and Awards database

Shakespeare database

- Data entry and data cleaning relating to the Learning on Screen audiovisual Shakespeare resource

News on Screen Database

- Maintaining and updating the database and responding to relevant queries

TRILT

- Enhance TRILT TV and Radio listings database

Viewfinder

- Provide editorial assistance in production of *Viewfinder* quarterly via proofreading of subject news.

Enquiries

- Handling queries from Learning on Screen members by phone, email and in person on discovery of, and access to, media resources

Posts on Learning on Screen homepage

- Contribute to *Information Service* blog posts on Learning on Screen website

Training

- Assist in the design, development and delivery of specialist Learning on Screen training courses

Other

- To undertake such other duties and training as may be reasonably required by the organisation or line manager to further the vision of Learning on Screen.

Please note

This is a description of the job as it is presently constituted. It is now Learning on Screen's practice to periodically review job descriptions and to update them from time to time. This process will be conducted in consultation with you. It is the aim of Learning on Screen to reach agreement on any changes but if agreement cannot be reached, it reserves the right to insist on such changes, after consultation with you.