

- scheduling films and synopses for school showings during the academic year and following through with the scheduled distribution periodically to confirm viewing dates,
- packing and distributing films to interested parties and recording details of distribution and anticipated date of return, and following up return of overdue films by telephone or correspondence,
- maintaining the film library and viewing room in a neat and orderly fashion and arranging film showings at the chancery upon request.

(3) Performs other duties such as recommending the purchase of film equipment. 5%

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INCUMBENT

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SUPERVISOR

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DATE

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DATE