



JOB TITLE: Imaging Services Assistant

LAST UPDATE: July 19, 2010
LOCATION: Arlington, Texas
PREPARED BY: Human Resources

REPORTS TO: Imaging Services Manager
DEPARTMENT: Photography
FLSA STATUS: Non-Exempt

Panini America, Inc. is a premier manufacturer of sports trading cards and collectible memorabilia.

Job Summary Statement:

The primary job responsibility is to assist the Imaging Services Manager with identifying, selecting and cataloging photo images for use in sports cards.

Essential Duties and Responsibilities:

- Download photos from DVD/Compact flash cards to desktop; label images and complete first edit.
- Catalog images into Media Bank; process second edit and add metadata. Select images for programs.
- Prepare purchase orders for vendors; check invoices for accuracy and forward for payment.
- Request credentials and follow-up with sports teams on credentials status.
- Communicate with freelance photographers on photo needs and images needed.
- Keep inventory of items needed for photographers (DVDs, Compact flash cards, DVD burners, etc.); ship to photographers as needed.

Knowledge, Skills and Abilities:

The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to identify and distinguish players through photographs.
- Ability to interpret photo requirements from a design and player's list.
- Ability to meet deadlines and maintain project schedules.
- Knowledge of sports industry and trading card audiences preferred.
- Read type sizes as small as 6 point on films, color copies, or other types of hard copy.
- Ability to deal with change, delays, or unexpected events.
- Attention to detail and good multitasking skills; ability to work on multiple tasks & projects simultaneously.
- Exhibit professional demeanor with photographers and when necessary, athletes, celebrities and agents.
- Computer skills in word processing software, Microsoft Word preferred; also MS Office and Outlook
- Knowledge Adobe Suite required; Media Bank experience helpful.
- Good business judgment and independent thinking required.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

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Equipment/Software, Education and Experience:

High school diploma or general education degree (GED); 2 or more years related experience preferred. Familiarity with trading card industry preferred. Recognition of sports players through photographs highly desired.

- Ability to use word processing software; Word preferred.
- Knowledge of MS Office, Adobe Suite and Outlook; computer and keyboard experience.

Language Skills:

- Write and speak in English.
- Ability to read and comprehend instructions, short correspondence, and memos.
- Provide clear and concise written and verbal communication.

Reasoning Ability:

Ability to read and communicate answers to questions providing standard information; interview or discuss detailed information. Ability to provide clear & concise written & verbal communication; work on multiple tasks & projects simultaneously; apply common sense understanding to carry out instructions and responsibilities of job.

Physical Demands:

This position has long periods of sitting behind a desk, performing tasks on the computer. While performing the duties of the job, the employee is regularly required to:

- Sit and use hands to touch, handle or feel; speak and hear. Stand and be able to retrieve objects.
- Frequently use close vision, distance vision & color vision, peripheral vision, depth perception, and ability to adjust focus.
- Read type sizes as small as 6 point on films, color copies, or other types of hard copy.
- Occasionally stand, walk, stoop and reach overhead.

Work Environment:

- Work performed in an office environment, office lighting and open cubicles.
- The noise level in the work environment is low to moderate.

Applicant Statement:

Can you with or without reasonable accommodation perform the essential functions of this job?

(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

YES NO

If no, describe the functions that cannot be performed:

Applicant Signature _____ Date _____

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This job description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a detailed description of all of the work requirements inherent in the job nor is it intended to be an exhaustive list of responsibilities, duties, & skills necessary to perform the job. The management of Panini America, Inc. retains the sole right and discretion to make changes to this job description