

## Selection Criteria

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**Position:** Member Services Officer  
**Reporting to:** Member Services Executive  
**Date:** May 2008

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### Essential Criteria

- Demonstrated development and maintenance of positive relations
- Demonstrated research skills
- Demonstrated database and spreadsheet experience
- Demonstrated ability to meet deadlines
- Demonstrated eye for detail

### Desirable Criteria

- Knowledge of film and television industry
  - Knowledge of copyright principals
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