

Candidate Information

Position:	Queen's Film Theatre Technical Manager
School/Department:	Student Plus
Reference:	18/107054
Closing Date:	Friday 4 January 2019
Salary:	£24,028 - £27,831 per annum (potential to progress to £29,514 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Wednesday 16 January 2019

JOB PURPOSE:

The Queen's Film Theatre is Northern Ireland's leading independent cinema, showing a wide range of contemporary, classic and world cinema. QFT is also the lead organisation for Film Hub NI, part of the British Film Institute's Film Audience Network. The role of Technical Manager is key to the experience of all users of the venue. Managing all aspects of QFT technical presentations to the highest possible standards, including operation and maintenance of specialist equipment and management of the projection team.

MAJOR DUTIES:

1. Provide a high quality film and event presentation through the effective day to day management and operation of all QFT equipment and systems including digital cinema equipment, theatre management system, 35mm and other projection equipment.
2. As a vital member of QFT team, work with colleagues driving forward business plan objectives to ensure that QFT remains at the forefront of technical delivery of film and events.
3. Utilise technical knowledge and expertise to understand and interpret requirements of QFT customers, clients and staff and to provide high quality and innovative technical support, advice and services. Ensure all films and events presented by QFT are projected to the highest possible standard and that appropriate monitoring and evaluation systems are in place to maintain quality of provision. Monitor relevant customer feedback and make proposals for improving service through suggestions for changing current working methods, standards and processes.
4. Provide detailed advice and leadership on the use of QFT's technical resources and on the research, development and implementation of new and improved systems, equipment and infrastructure for all aspects of QFT projection and technical services. Develop skills and best practice in QFT through use of own expertise and through liaison with local and UK counterparts in other cinemas and regional film centres.
5. Administration and management of all projection related information to the highest standards of timeliness and accuracy, including equipment logs, records and monitoring systems, box office and advertising reports, coordination of film transport and digital keys.
6. Management of all projection and technical related expenditure including payroll and rotas, research into equipment, quotes, tenders and contracts. Close liaison with internal and external suppliers, contacts and clients.
7. Line management and supervision of a team of projection staff to include implementation and operation of effective communications systems, recruitment, training and development, contracts and payments in line with budgets and procedures. Close liaison with Front of House operations team to provide additional training for managers and staff as required for projection operations.
8. Production of DCP files from multiple sources, including production of short-film programmes, as required for both public and private screenings. Creation of on-screen slides and foyer trailer reels according to the needs of the programme and marketing teams.
9. Ensure all technical and operational health and safety procedures are adhered to, maintained and updated when required. Understand and oversee age certification requirements are followed across all presentations, including advertising and trailers.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested by the Head of QFT and other senior departmental staff.

Planning and Organising:

1. Manage and oversee all QFT projection activities in accordance with agreed schedules and budgets and in line with QFT operational requirements.
2. Ensure all necessary elements are in place for effective delivery of ongoing QFT programme.
3. Take responsibility for stocks/stores of appropriate equipment and supplies within a delegated budget, so that supplies/resources are available when required.
4. Take delegated responsibility for the general maintenance, servicing and repair of QFT technical equipment.
5. Ensure planned objectives are met making the best use of staff and physical resources and where appropriate suggest and implement more effective measures.

Resource Management Responsibilities:

1. Has delegated responsibility for small scale expenditure.
2. Has supervisory responsibility for all aspects of QFT technical and projection services and all related areas, core to delivery of the QFT business plan.
3. Supervisory and budgetary responsibility for projection staff.

Internal and External Relationships:

1. Daily liaison with QFT Operations Manager, Head of QFT, QFT and Film Hub NI colleagues.
2. Daily liaison with wider University colleagues e.g. Eventus, Culture & Arts, Estates, School of Arts, English and Languages, Finance.
3. Regular liaison with QFT customers and patrons.
4. Regular liaison with wide ranging external contacts, including guests and VIPS, requiring a high level of technical expertise customer service and professionalism.
5. Attend external meetings and conferences when required ensuring technical knowledge and skills are fit for purpose and in line with current industry developments.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels in relevant subject (or equivalent).
2. At least 3 years' experience of film and media projection including 35mm, digital cinema and other formats (e.g. HDcam, Digibeta).
3. At least 3 years' experience of delivering events including audio-visual, projected and web based elements.
4. Supervisory experience
5. Excellent written and verbal communication skills.
6. Proficient use of Microsoft Word and Excel.
7. A knowledge of / interest in cinema and the moving image.
8. Excellent presentation skills.
9. Able to work effectively under pressure ensuring deadlines are met at all times.
10. Self-motivated and able to work on own initiative.
11. Ability to work as part of a team.
12. Flexible, willing to adapt to new tasks and duties.
13. Willingness to train on systems as necessary.
14. May require unsociable hours (i.e. evenings and weekends)

DESIRABLE CRITERIA:

1. Third level qualification in arts or technical related subject.
2. Experience of working with digital technologies with an emphasis on networking.
3. Experience of using a TMS
4. Knowledge of networking engineering, including WAN and LAN protocols.