

Candidate Information

Position:	Projectionist (Part-time, 0.48 FTE)
School/Department:	Eventus and Culture and Arts
Reference:	20/108123
Closing Date:	Monday 17 February 2020
Salary:	£16,736 - £17,682 per annum (pro rata).
Anticipated Interview Date:	Thursday 27 February 2020

JOB PURPOSE:

To provide high-quality film and event presentation and assist the QFT Technical Manager with equipment maintenance and film logistics as required.

MAJOR DUTIES:

1. Provide high quality film and event presentation through the effective operation of all QFT projection equipment and systems including digital cinema equipment, Theatre Management System and 35mm.
2. Understand and utilise all technical systems including equipment logs, records and monitoring systems, advertising reports, digital key logs.
3. Carry out basic equipment maintenance when required, including assisting Technical Manager on scheduled maintenance tasks requiring multiple people and working alone on routine tasks.
4. Liaise with QFT Front of House Management and event partners / hire clients on event set-up and delivery to ensure smooth running of all technical requirements.
5. Provide efficient film logistics support when required by schedules, including clear communications between all related companies.
6. Troubleshooting technical issues as and when required.
7. Ensure guidance regarding film certification, advertisement contract obligations, health and safety policy and license legislation are fully adhered to across all presentations.
8. Operation of equipment for event delivery including basic AV requirements and specific one-off arrangements.

Planning and Organising:

1. Ensure own time is planned effectively to conduct additional work around set film schedules.

Resource Management Responsibilities:

1. Monitor equipment and report and repairs required urgently.

Internal and External Relationships:

1. Regular communications with Technical Manager and QFT management to ensure all information is effectively passed between departments.
2. Communications with event specific partners or clients to ensure all technical provision on the day is of a high standard.

ESSENTIAL CRITERIA:

1. Secondary School education.
2. 6 month's relevant experience of film and media projection to include 35mm, digital cinema and other formats.
3. Experience providing technical support in an events environment, including AV elements.
4. Good written and verbal communication skills.
5. High-level competence with Microsoft Office packages.
6. Able to conduct external communications in a professional and friendly manner.
7. Ability to work unsupervised and manage workload.

8. Willingness to train on systems necessary for core operations.
9. Will require unsociable hours (i.e. evenings and weekends).

DESIRABLE CRITERIA:

1. Minimum 5 GCSE's at Grade C or above (or equivalent) to include English Language, Mathematics and IT.
2. 12 months' relevant experience of film and media projection to include 35mm, digital cinema and other formats.
3. Experience of using a Theatre Management System.