

## Candidate Information

**Position:** QFT Projectionist  
**School/Department:** Eventus and Culture and Arts  
**Reference:** 23/110835  
**Closing Date:** Tuesday 2 May 2023  
**Salary:** £20,578 - £21,134 per annum (pro-rata) plus 18% Shift Allowance  
**Anticipated Interview Date:** Thursday 18 May 2023

### 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.

### ESSENTIAL CRITERIA:

1. Secondary School education.
2. 6 month's relevant experience of film and media projection to include 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.