

JOB DESCRIPTION
PROJECTIONIST – CINECENTA
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

Project all motion picture film and video at Cinecenta. Prepares all digital media.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the General Manager through the Manager, Cinecenta Films.
2. Reports to the Manager, Cinecenta Films.

DUTIES:

1. Projection DVDs, Blurays and digital films as assigned.
2. Prepares the digital copies.
3. Ensures all films are prepared for shipping by required deadlines.
4. Locks/unlocks the projection suite and ensures the safety of its contents during a shift.
5. Is responsible to remain in the projection booth while projection equipment is in operation.
6. Responds to all requests made by the supervisor on duty.
7. In conjunction with the Supervisor, ensures the sound level, focusing, framing, and shutter adjustments are correct for each screening.
8. Reports any problems or concerns to the supervisor or the Cinecenta Manager.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Experience with projection and sound equipment an asset.
3. Must have a high aptitude for computers and technical equipment.
4. Must be punctual and reliable.
5. Must be able to work independently.
6. Must be available to work evenings and some days as hours vary.

This is a student part-time, hourly waged position. Upon successful completion of a training period, the successful candidate must become a member of Local 348 of the B.C. Projectionists and Video Technicians Union.