

JOB DESCRIPTION

PROJECTIONIST - CINECENTA

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTIONS:

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

ORGANIZATIONAL RELATIONSHIPS:

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

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Projection of DVD's, 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 Manager, Cinecenta.

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 strong aptitude for mechanical/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 completion of a training period, the successful candidate must become a member of Local 168 of the International Alliance of Theatrical Employees, Moving Picture Technicians, Artists and Allied Crafts of the Union States, Its territories and Canada