**Technical**

### JOB DESCRIPTION

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| **Role** | **Cinema Technician / Projectionist** |
| **Salary** | **£20-24,000 per annum (dependent on experience)** |
| **Contract** | **Permanent contract for 35 hours per week** |
| **Reporting to** | **Director** |
| **Direct reports** | **NA** |

**Vision**

Depot aspires to create a venue that serves as a focal point for the local community, not only in engagement through film but, through a wider range of art forms, and its restaurant will act as a meeting place. The venue comprises of three cinema screens, café, bar and restaurant as well as education facilities. The project is set up by a charitable trust, Lewes Community Screen.

**Mission**

To run a Restaurant, Bar and Café as part of the Cinema and to become the chosen meeting place for Lewes and surrounding areas residents. To become renowned for excellent food and service as well as an exciting schedule of events revolving around film, food and drink.

**Core values**

Charitable, Independent, Inclusive, Inspired.

### ROLE OVERVIEW

As Technician at Depot you will provide a high level of expertise in digital cinema projection and sound systems, working as part of a small technical team, using the most up to date technology. You will support with installation, maintenance, repairs, and upgrades of digital cinema projection and sound systems as required and advice the senior management on the best available solutions. You will ensure that all screenings and live events run smoothly and that relevant operations staff receive the info they need to operate effectively. You will aim to prevent technical issues and act fast when emergencies arise.

### Responsibilities and Duties

* Ensure all technical equipment is in good working order and available for use
* Take fast action to correct technical problems when needed
* Stay up to date with the latest cinema technology, making recommendations to senior leadership on prefered choices and processes
* Assist with the installation, maintenance, and repair of digital cinema systems, including projectors sound systems, servers, and digital cinema networks
* Liaise with third parties regarding equipment installation, repair, or removal when applicable
* Work within Health and Safety regulations and report any issues to the Technical Manager
* Programming scheduled films; making sure all films are tested prior to screening; chasing films in a timely manner, make sure we have KDMs where necessary
* Setting up equipment for live events and ensuring they run smoothly

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### Essential Skills and Experience

* Experience as projectionist or technician within a cinema or theatre
* Practical approach to work, comfortable using a variety of tools and software
* Up to date on latest cinema / sound / light equipment and industry standards
* Ability to multitask and excellent organisational skills
* A solid understanding of Health and Safety
* Excellent communications skills, both written and verbal

### Desirable Skills and Experience

* Degree in film technology / digital media or similar

**Person Specification**

* Excellent technical ability
* Driven and proactive
* Methodical with excellent attention to detail
* Professional and confident manner with good communications skills
* Calm under pressure
* Committed to sustainability and our environment
* A genuine interest in film / the arts

*This job description sets out the accountabilities of the post at the time when it was drawn up. Such accountabilities may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the pay of the post.*