

JOB DESCRIPTION

NOTE: *This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Post holders should be consulted over any proposed changes to this job description before implementation.*

Job title: Technical Manager (Projectionist)
Salary: £30,000 to £33,000 per annum
Reports to: Deputy Director of Cinema
Location: 309 Regent Street, London W1B 2UW

Purpose:

To provide a technical service for the projection of films and other content, ensuring that presentation is to the highest possible standards to achieve excellent levels of satisfaction from all customer groups. Also, to manage the end to end film process, from receipt to despatch and to maintain the projection room and equipment

Principal Accountabilities

The postholder will:

1. Provide projectionist services in 16mm, 35mm and digital formats and show other content as required for screenings, private hires and conferences, in accordance with the cinema's timetable. This includes making up, previewing, screening and break down of 16 mm and 35mm film when required.
2. Prepare films and other content for screenings in a timely manner, with due care to avoid damaging material; secure films and other content to avoid opportunities for film theft; prepare films and other content correctly for onward transport and co-ordinate transport to and from the Regent Street Cinema.
3. Maintain and care for projection, sound and other audio visual equipment to ensure that it is operating safely, to its optimum technical capacity and provide advice on necessary upgrades or replacement of equipment.
4. Keep the projection room in a clean, tidy and safe manner, adhering to Health and Safety requirements at all times.
5. Repair the projection equipment when able to do so; notify the Deputy Director when an external repair or maintenance is required and co-ordinate the repair.
6. Undertake general cinema maintenance tasks including changing light bulbs, ad hoc repairs and front-line maintenance to building systems.

7. Provide professional advice and service to customers, clients and stakeholders at all times.
8. Communicate effectively with the cinema team to support and ensure the cinema operates efficiently.
9. Undertake any other duties as appropriate within their competence, as required by senior management from time to time, to ensure the successful operation of the Regent Street Cinema.

Context

Following a £6 million restoration project, the University of Westminster's historic Regent Street Cinema – the birthplace of British cinema – re-opened its doors as a working cinema again in 2015.

Host to the first public screening of the Lumiere Brothers' Cinematographe in 1896, and a centre for experimentation and innovation in photography and the moving image since early Victorian times, the theatre is an iconic space in the heart of London's West End.

The state-of-the-art venue offers a rich mix of the best of current UK, independent and World cinema, documentary, retrospectives, repertory and archive film and a vibrant programme of educational and community events. It has become a major catalyst for creative engagement with screen media for the general public and University and local communities and the film industry.

The Cinema is, at its core, a University Cinema, benefiting from Westminster's acknowledged leadership in Media, Arts and Design. A wholly-owned subsidiary of the University, UoW Regent Street Cinema Ltd is supported by the University in the achievement of its academic and outreach goals.

The Regent Street Cinema will be host venue for festivals and commercial live events, as well as outreach activities to the community and schools.

Dimensions

The Technical Manager (Projectionist) will have demonstrable experience of working as a projectionist and will be experienced in the preparation, presentation and dispatch of 16mm and 35mm film prints, as well as digital formats.

The post holder will provide technical support for events and there is a requirement to work the full-time 37.5 hours over a seven day working week, with regular work during evenings and at weekends.

Key Relationships

- External suppliers
- Director of Cinema
- Cinema team colleagues
- University departments including: Faculties, Recruitment, Admissions and Marketing Services, Commercial Development and Business Support and Estates & Facilities

Regent Street Cinema Technical Manager (Projectionist)

Person Specification

	Essential criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none">• General level education.	<ul style="list-style-type: none">• Current First Aid at Work or Appointed Persons qualification• Health & Safety certification, incl Working at Heights (Ladder) training
Training and Experience	<ul style="list-style-type: none">• Experience of working as a projectionist and with previous responsibility for projection area(s).• Experience of working with 16mm and 35mm projection, including changeover and in digital formats• Experience of receiving and ingesting DCP content and KDMs, and building shows in film system• Excellent technical skills• Maintenance experience of all cinema equipment• Demonstrate the ability to work effectively and flexibly as a member of a team, to high professional standards and tight deadlines.• Competent IT skills including knowledge and use of a range of Microsoft Office packages.	<ul style="list-style-type: none">• Experience of carrying out risk assessments• Building maintenance
Aptitude and abilities	<ul style="list-style-type: none">• Effective time management skills and ability to maintain focus and to deliver against objectives, even in the face of multiple priorities.• Ability to work under pressure to tight deadlines without compromising quality or completeness.• Ability to adapt and work flexibly.• Excellent verbal and written communication skills, in order to provide excellent customer service and maintain written records, for example.• Ability to build effective relationships at all levels and in a multi-cultural environment.• Ability to take initiative and to make decisions within the context of an effective evaluation of risk and reward, or to escalate if appropriate.	

Personal Attributes	<ul style="list-style-type: none"> • A proactive self-starter and a positive, confident team player. • Tact, sensitivity and diplomacy in dealing with students, staff and customers at all levels. • Adaptability and the flexibility to remain responsive to new ways of working and new challenges, demonstrating a 'can do' approach. • Commitment to self- development and coaching others. • Commitment to providing excellent technical service and support. • Efficient and reliable. • Commitment and enthusiasm for film and cinema. 	
Other	<ul style="list-style-type: none"> • Requirement to routinely work evenings and weekends; with long hours on occasion. 	