



## POST OF CINEMA PROJECTIONIST

### JOB DESCRIPTION

<b>HOURLY RATE:</b>	£8.91
<b>NO. OF HOURS:</b>	24
<b>DATE PREPARED:</b>	November 2021
<b>RESPONSIBLE TO:</b>	Senior Cinema Projectionist
<b>RESPONSIBLE FOR:</b>	N/A

**PRINCIPAL FUNCTIONS:** Your role will be to assist in the main duties and general daily operations of The Phoenix Cinema, ensuring that a quality cinema experience and an excellent level of customer service is maintained.

The Phoenix Cinema is Orkney's only full-time digital 3D cinema, running between 1-4 shows a day and 15-25 different screenings a month, including films, live theatre, opera, ballet and other events. To thrive in this dynamic environment, you will be passionate about cinema and have an excellent attention to detail. You will need to be able to learn how to operate our technical equipment and systems, and follow all of our operating procedures and policies.

- MAIN DUTIES:**
1. Ensuring customer service is always at the level of excellence, in accordance with our customer service standards and the Pickaquooy Centre Values.
  2. To operate the projector and all other technical equipment required for running cinema screenings and events.
  3. To set up and work in the cinema kiosk, selling snacks and beverages, before cinema screenings as required.
  4. To check cinema tickets and help direct customers to their seats.
  5. To ensure the cinema auditorium, kiosk, toilet and foyer are kept clean and tidy at all times, including cleaning after cinema shows.
  6. To restock the kiosk between shows and to cash up the kiosk takings at the end of the day, when working the closing shift.
  7. Ordering new stock for the kiosk as required, dealing with deliveries as they come in and ensuring efficient stock rotation.
  8. Responsible for supervising the auditorium during film screenings and dealing with any issues or customer queries that may arise, calling on the Operational Supervisor for support as necessary.
  9. To assess and competently deal with technical or quality issues whilst on duty, including working with external engineers as required in the event of equipment breakdown.
  10. To assist with the assembly of shows, including downloading and preparing all required content and working to strict deadlines to ensure these are checked and ready for our public screenings.
  11. Updating displays of posters, PowerPoint presentations and other publicity materials, including online information, as required.
  12. Reporting daily Box Office figures, when working the closing shift.

13. To keep up to date with UK cinema release schedules and assist with planning the film schedule.
14. Responsible for the security of the projection room and all other cinema areas whilst on duty.
15. Responsible, along with other projectionists, for ensuring the projection room and other staff areas are kept clean and tidy.
16. Responsible for compliance with all relevant Health and Safety requirements.
17. To support the development of arts/visual/audio opportunities at the Pickaquoy Centre.
18. Other ad hoc tasks as required by the needs of the business.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications –</b> <ul style="list-style-type: none"> <li>• First Aid qualification.</li> </ul>		✓
<b>Relevant work / other experience –</b> <ul style="list-style-type: none"> <li>• Experience of using technical equipment or systems and the ability to learn new procedures quickly.</li> <li>• Experience of working in a cinema or similar environment, including experience or an understanding of operating digital cinema equipment and cinema programming.</li> <li>• Experience of working in customer service.</li> <li>• Experience of microphone set up and running audio and visual presentations.</li> <li>• Experience in stage lighting, or other event set up.</li> <li>• Knowledge of Health and Safety procedures.</li> </ul>	✓	✓  ✓  ✓  ✓  ✓
<b>Skills and Abilities –</b> <ul style="list-style-type: none"> <li>• The ability to work as part of a team and to communicate clearly and effectively.</li> <li>• The ability to deliver exceptional customer service.</li> <li>• Must be comfortable working unsupervised and have the ability to multi-task as required.</li> </ul>	✓  ✓ ✓	
<b>Personal Qualities –</b> <ul style="list-style-type: none"> <li>• Excellent attention to detail.</li> <li>• Self-motivated individual who strives for excellence.</li> </ul>	✓ ✓	
<b>Additional Job Requirements –</b> <ul style="list-style-type: none"> <li>• Due to license restrictions, all applicants must be over 18.</li> <li>• Due to the operating hours of the business, you must be available to work on a rota which will include daytime, evening and weekend shifts. There may be the opportunity to work additional hours on a casual basis, when holiday cover is required in the department.</li> <li>• You must have a love for films, including an appreciation of a wide variety of genres, and must be passionate about the cinema experience.</li> </ul>	✓ ✓   ✓	