

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Projectionist
Reporting to:	Head of Technical
Contract:	Permanent part-time contract, 27 hours a week
Salary:	£17,000 per annum

We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by the ICA.

Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.

PURPOSE OF JOB AND KEY OBJECTIVES

To be responsible for cinema projection, ensuring presentations of the highest technical standard in any media in ICA cinemas

KEY TASKS:

- To ensure that all presentations in ICA cinemas are of the highest technical standard.
- To project all cinema formats and sound presentations as required for all screenings, private cinema hires, talks and conferences.
- To liaise with the Curator – Film and Cinema, couriers and distributors on transport of film prints and all other screening media to and from the ICA cinemas.
- To begin and develop, with the aid of the events and development department, private hires with film distributors, and other parties, with the aim of filling empty space in the calendar with private screenings.
- To check all media and make up prints for film programmes in ICA.
- To liaise with clients, artists, Directors and other external personnel over related events within the cinemas when necessary.
- To manage and where necessary undertake, in conjunction with the technical department, the maintenance of all cinema equipment; advise on necessary upgrades or replacement of equipment; liaise with suppliers and contractors.
- To ensure that maintenance costs are kept within the amount agreed with the Head of Technical
- To maintain, with the Head of Technical, technical and general procedures for the cinemas and ensure that they are followed by all staff.

- To liaise with the Head of Technical and Curator – Film and Cinema in the drawing up of rotas for film festivals, and other events where significant additional staffing is required.
- To liaise closely with the rest of the Cinema department and the Front of House staff and advise them immediately of any problems associated with a presentation such as poor print quality.
- To ensure that the Curator – Film and Cinema and Head of Technical are fully informed of any incidents which have affected or are likely to affect the presentation of films or other events, including poor print quality.
- To keep up to date with developments in cinema projection as required by the programme.
- To provide technical assistance for events outside the cinema spaces when required.
- To train other staff where necessary.
- To undertake other duties which may reasonably be required.

SKILLS & EXPERIENCE

- Good knowledge of all in-house ICA cinema projection formats.
- Good knowledge of basic sound operation including microphones for talks, conferencing and lectures.
- Awareness of Licensing and Health & Safety legislation relating to projection duties.
- Experience of working both on artistic events and with corporate clients, and an awareness of the differences in approach to each.
- Familiar with PAT testing legislation.
- Good communications skills with artists, clients and colleagues.
- Good organizational skills, maintaining spaces and equipment in good working order.
- Basic IT and administrative skills.
- Calm under pressure.
- Takes pride in their work.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.

Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.