

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Projectionist
Reporting to:	Head of Cinema / Senior Projectionist
Contract:	24–40 hours per week (Please specify in your application how many hours you would like to be contracted for)
Salary:	£26,223 per annum for a full time 40 hours per week role
Location:	London

INSTITUTE OF CONTEMPORARY ARTS

For 75 years, the ICA has used its buildings and platform to celebrate the arts, influence culture, and bring people together to share radically progressive ideas. As we face some of the most complex ecological, economic and social justice challenges ever seen, both nationally and globally, the ICA's critical approach is needed more than ever. Over seven decades, the ICA has staged numerous groundbreaking exhibitions and legendary concerts, and its cinema continues to be a major voice in independent film. Today, our programme – across exhibitions, performance, cinema and film, theatre, music, architecture, design – is dedicated to issues of racial justice, social justice, and the championing of voices at the forefront of progressive culture.

PURPOSE OF JOB AND KEY OBJECTIVES

The Projectionist will be responsible for cinema projection, ensuring presentations of the highest technical standard in any media in the ICA cinemas.

The successful Projectionist will have knowledge and appreciation of the ICA programme and an interest in the arts. They will be responsible for keeping excellent tracking of upcoming programmes and material needed. They will be working closely with the Head of Cinema, Senior Projectionist and the Film Programme Manager. They will be liaising with couriers and distributors on transport of film prints and all other screening media to and from the ICA cinemas.

KEY TASKS AND RESPONSIBILITIES

- To project all cinema formats and sound presentations as required for all screenings, private cinema hires, talks and conferences.
- To check all media and backup prints for upcoming film programmes at the ICA.
- To liaise with clients, artists, directors, and other external personnel over related events within the cinemas when necessary.
- To liaise closely with the rest of the Cinema, Events and Curatorial teams and the

Front of House team, and advise them immediately of any problems associated with a presentation such as poor print quality.

- To ensure that the Head of Cinema is fully informed of any incidents which have affected or are likely to affect the presentation of films or other events, including poor print quality, technical issues or delays in receiving materials.
- 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 by the Head of Cinema.
- To undertake other duties which may reasonably be required and requested by the Head of Cinema and the Senior Projectionist.

PERSON SPECIFICATION

Essential Criteria:

- Extensive experience in a projectionist role and in-depth knowledge of different cinema projection formats.
- Experience of working on film screenings, artistic events and with corporate clients.
- In-depth knowledge of sound operation including microphones for talks, conferencing, and lectures.
- Familiar with PAT testing legislation.
- Good communications skills with artists, clients, and colleagues.
- Good organisational skills, maintaining spaces and equipment in good working order.
- Basic IT and administrative skills.
- The ability to work evenings and weekends on a regular basis. The ICA has a TOIL policy for any hours worked in excess of your contracted hours.

Desirable Criteria:

- Knowledge and appreciation for the ICA programme and an interest in the arts.
- Awareness of Licensing and Health & Safety legislation relating to projection duties.

What we can offer you:

- The opportunity to work on an ambitious international ICA film programme.
- The opportunity to work across other programme strands including on projections for talks and seminars.
- Ownership and responsibility to make things happen.
- Being part of a dedicated and highly skilled Projection team at the ICA.

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.

The Institute of Contemporary Arts is committed to up-holding the Equality Act 2010 and encouraging equality and diversity within our workforce and all opportunities provided by the ICA.

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 actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. 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.

I have read and understood and accept the responsibilities listed in this Job Description and that the ICA reserves the right to vary these duties as described at any point in time, to keep in pace with the changing needs of the organization.

.....
Employee

.....
Date