

Hebden Royd Town Council

PICTURE HOUSE TECHNICIAN

JOB DESCRIPTION

The information on this job description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: Picture House Technician

POST GRADE: Spinal Column Point 7 (£20,092 p.a pro rata / £10.44 per hour)

Permanent Post

1. PRIME OBJECTIVES

Operate and maintain the Picture House projection, sound, lighting and associated ancillary equipment in order to provide film presentation and occasional live events to the highest possible standards.

To operate, maintain and provide technical support for other hirers/users of the Picture House technical equipment including the safe operation of stage lighting.

To support and advise the Picture House Manager on all building maintenance issues, and to undertake basic maintenance and inspection duties.

To have a strong understanding of, and helping to implement, the Picture House's Health and Safety policy and procedures.

To be part of the Front of House team where required, supporting the Duty Manager in operations when the cinema is open to the public.

2. SUPERVISORY RESPONSIBILITY

Hirers and other users of the Picture House.

3. SUPERVISION RECEIVED

Responsible to the Picture House Manager or in his/her absence the Duty Manager. Managed by the Head Technician in terms of day to day duties.

4. RANGE OF DECISION MAKING

Proper and safe condition and use of equipment, acting under own initiative and managing work load and shared role responsibilities with other Projectionists.

5. RESPONSIBILITY FOR ASSETS

Picture House projection equipment and computers within Projection Box and Projection Office.

Picture House sound system.

Picture House screen equipment.

Picture House stage equipment.

Picture House stage lighting equipment.

Building assets - responsibility is restricted to basic routine inspections and reporting of defects / concerns.

6. CONTACTS

Members of the public and Picture House audiences.

Hebden Royd Town Council Staff and management.

Performers / Artists and agents.

Local dignitaries attending performances / screenings.

Contractors

Suppliers

Hirers / users of the building

7. RANGE OF DUTIES

1. Working in partnership with and communicating effectively with the Head Technician, other projectionists and the Manager / Front of House Manager / Duty Manager to ensure smooth delivery and shared workload of all role duties below, using recording and task allocation systems as appropriate utilising computer systems in place and email.
2. Receiving and checking and making up reels of film and screening films.
3. Receiving and ingesting on cinema server Digital Cinema Packages ("DCPs") and using Key Delivery Managements ("KDMs") to 'unlock' films and making playlists ready for screening, and screening digital films.
4. Receiving cinema content and films delivered by any other method including by satellite and making ready for screening, and screening.
5. Operating the cinema sound equipment (including playing music), house lights, curtain 'warmer' lights for the cinema, including scripting the automatic operation of such lights and sound equipment.
6. Storage of film and arranging delivery/collection of films and adverts.
7. Use of 35mm projector, digital projector and server and all ancillary computer and technical equipment.
8. Ensuring equipment is maintained in a safe condition and making basic repairs, and undertaking regular cleaning to the equipment and to the Projection Box and Projection Office.
9. Liaison with distributors for the timely delivery of films and other content and KDMs.
10. Operation of stage lighting equipment and lighting desk, when appropriately trained.
11. Operation of stage flying system, when appropriately trained.
12. Set up and operation of a basic sound desk and PA system for hires and live events, when appropriately trained.
13. Lifting and re-setting the cinema screen so that the stage can be used when reasonably required, and placing and removing the small portable stage to the front of the cinema screen as required by users / hirers of the Picture House.

14. Supervision of building hirers/users.
15. Operation and basic maintenance of other cinema equipment such as boilers and heating; fire alarms and equipment; lighting, electrical, water and gas supplies so far entitled to do so without any specific training on the system in question.
16. Liaising with distributors and other suppliers for the ordering of film publicity including trailers, posters and standees, in a timely manner so that film promotion runs alongside the planning and release of the cinema's film programme,
17. Maintain attractive and appropriate film and event marketing displays internally and externally to the cinema, including cinema listings board, erection and dismantling of 'standees' (cardboard 3D promotional displays), presentation of monthly programme throughout foyer, maintaining information in external display cases and placement of posters in the internal and external poster 'quad' frames.
18. Scripting / programming and checking the weekly schedules of screenings to include all advertisements, trailers, intermission slides and features, ensuring the age and genre appropriateness of trailers (and adverts where necessary), and correct sound levels in advance of the start of the film week (Friday to Thursday).
19. Assisting where necessary, with other duties that enable the smooth running of the cinema, including being part of the Front of House team where required, supporting the Duty Manager in customer facing operations when the cinema is open to the public.
20. To liaise with outside contractors and suppliers.
21. To be a key holder for the Picture House.
22. Assist with fire evacuation duties as required and attend Emergency Evacuation Practices.
23. To undertake training as required.

8. CIRCUMSTANCES

Use of the Projectionist's own car for Picture House business will be reimbursed at NJC rate prevalent at the time.

Regular evening / weekend working.

As certain films shown will be classified as 18 certificates, it is a General Occupational Requirement that the applicant must be 18 years of age or older.