

PERSON SPECIFICATION**POST TITLE: Picture House Projectionist / Technician**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience of digital projection, including digital projector and server, ancillary computers, technical equipment, ingesting DCP's and creating scripts for screening.</p> <p>Experience in receiving digital satellite content & making ready for screening.</p> <p>High level of written and verbal communication skills, coupled with very good familiarity with Microsoft Office programmes, including Word and Excel.</p>	<p>Use of 35mm projector, making up film reels, lacing projectors & showing film. Experience of maintenance of digital and 35mm projection equipment.</p> <p>Ability to convert digital content from a variety of sources into DCP format (trailers, slides)</p> <p>Experience of basic sound desk and PA.</p> <p>Experience of theatre lighting systems.</p> <p>Experience of routine maintenance of a large building.</p>	<p>Application Form</p> <p>References Selection Test</p> <p>Interview</p>
QUALIFICATIONS	<p>A demonstrably high standard of written and spoken English and Maths in order to communicate clearly with team members and understand written technical instructions.</p> <p>Ability to write clear and effective communications & emails to suppliers, hirers / users of the Picture House and colleagues.</p>	<p>NVQ Film Projection Level 2.</p> <p>Electrical/electronic qualifications.</p> <p>GCSE/O Level English (Language) and Maths at Grades A*-C</p>	<p>Selection Test</p> <p>Interview</p> <p>Certificates</p>
PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)	<p>Knowledge of film formats inc aspect ratios and sound formats.</p> <p>Able to work to fixed deadlines, organize time effectively, and manage the workload and time management of colleagues.</p> <p>Excellent audio and visual ability to ensure films are in focus and sound equipment is operating correctly.</p> <p>Must be able to lift and carry reels of film and other equipment and stock through and around the Cinema.</p>	<p>Able to work at height using access equipment.</p>	<p>Application form</p> <p>References</p> <p>Interview</p> <p>Selection Test</p>

<p>TRAINING</p>	<p>Must be willing to learn about new equipment when necessary.</p> <p>Willingness and enthusiasm to undertake any training deemed appropriate by management including emergency evacuation training and first aid training.</p> <p>Must be willing to read necessary documents to stay up to date on policies, procedures and practices within the Picture House and the wider cinema industry.</p>	<p>Fire Marshal training</p> <p>Emergency First Aid at Work training</p> <p>Working at Height training</p> <p>Manual Handling training</p> <p>Health & Safety at Work training</p>	<p>Application Form Interview</p>
<p>DISPOSITION/ ADJUSTMENTS/ ATTITUDE</p>	<p>Ability to organise own workload, manage a planning diary / calendar system, and the ability to work alone / unsupervised. Teamwork skills essential.</p> <p>Ability to calmly communicate with a wide range of individuals, happy working with the public.</p> <p>Ability to work to deadlines & under pressure, problem solving where necessary.</p> <p>Must be sympathetic to the needs of users e.g. ability to work quietly.</p> <p>Ability to watch films covering a wide range of challenging subject areas.</p> <p>Flexible attitude</p> <p>Reliable and honest</p> <p>Excellent level of attention to detail</p> <p>Able to physically carry out all the duties of the post.</p>		<p>Application Form Interview References Selection Test</p>

CIRCUMSTANCES	<p>Able to work weekends/evenings/bank holidays, covering additional shifts for team members' leave where necessary.</p> <p>Excellent attendance record, with good reliability and punctuality, demonstrated in previous roles.</p> <p>Commitment to and an understanding of equality and diversity issues within a diverse and multicultural environment.</p> <p>Must be over 18 years of age as per licensing regulations.</p>	Driving Licence	Application Form Interview References Driving Licence & Passport
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