

JOB POSTING:

Head Projectionist



Winnipeg Film Group's Cinematheque is an intimate movie theatre devoted to screening the very best in Canadian and world cinema. More than just screening films, we also provide artist talks, panel discussions and special events to feed the minds of cinema fans.

We are seeking a reliable, enthusiastic person to join our organization as a permanent full time Projectionist. The hours are mainly Wednesday to Sunday evenings/nights with occasional daytime hours during the week.

DESCRIPTION:

Reporting to the Operations Coordinator, the Projectionist is responsible for exhibiting film, video, DVD, HD, tapeless and streaming/web formats, providing technical assistance and support to the Cinematheque in the promotion of film as an art form.

KEY RESPONSIBILITIES:

- The head projectionist is required to operate and be knowledgeable of the following:
 - both 35mm and 16 mm projectors
 - SONY video projector
 - VHS deck
 - BETA SP deck
 - DVD (including Blu-ray) deck
 - HDV/DVCAM/mini DV deck
 - Screening films on Laptops (both PC and Apple) as well as from external hard drives
 - Web streaming formats: have the capacity to set up/connect third party decks that might be utilized from time to time. This includes: Digi Beta, HDCAM and other commonly used SD & HD tape formats.
- * This also includes understanding technical operating, service and repair manuals
- Use equipment in a professional manner so that all screenings are as seamless as possible including smooth changeovers, proper focus and careful screen masking. Splice separate film reels, advertisements, and movie trailers together to form a feature-length presentation on one continuous reel. Remove splicing and prepare films for shipment the last night of the film run.
- Properly tech each program, including image framing, sound and aspect ratios.
- Inspect equipment, materials or environment to identify the cause of error or problems/defects as well, responsible for equipment cleaning and maintenance such as cleaning lenses and lubricating machinery. Notify the Operations Coordinator of needed technical repairs or maintenance.
- Splice and rewind film onto reels automatically, or by hand, to repair faulty or broken sections of film.

- Keep up-to-date technically and apply new knowledge to your job. Suggest (and install) new equipment to maximize audience experience, including obtaining price quotes and productivity reports.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Represent Winnipeg Film Group as technical coordinator for annual on and off-site film festivals.
- Set up and adjust picture projectors and screens to achieve proper size, illumination, and focus of images, and proper volume and tone of sound. Monitor operations to ensure that standards for sound and image projection quality are met.
- Aid in set up for live performances - meet with artists/filmmakers to help in set up and/or install auxiliary equipment, such as microphones, amplifiers, laptops and lighting. Be familiar with Skype program.
- Open and close facilities according to rules and schedules.
- Inspect films to ensure that they are complete and in good condition as well as prepare film inspection reports and log books.
- Responsible for supporting technical planning required by venue renters, and other types of appointments with clients
- Weekly cleaning of projection booth

REQUIREMENTS:

- 2-4 years of experience in the field or in a related area.
- Candidates will have a relevant qualification, film sector experience and strong technical abilities as related to moving image. They will also be able to demonstrate an understanding of customer service requirements, methodical working methods and the ability to work unsupervised.

Start date: August 9, 2010

This is a 33.5 hour per week position with an annual salary of \$26,130, with ability to access the WFG's benefits plan after three months of employment.

Scheduled work hours are Wednesday to Saturday, 4 PM to 11 PM, and Sunday 3:30 PM to 9 PM, with some flex time desired / provided.

Please return a covering letter and resume with references by JULY 27 to:

Kristy Muckosky
 Operations Coordinator
 Winnipeg Film Group's Cinematheque
 304-100 Arthur St.
 Winnipeg, MB R3B 1H3

or via email to:

kristy@winnipegfilmgroup.com

subject: projectionist position

The Winnipeg Film Group thanks all applicants for their interest; only those selected for an interview will be contacted.