

## Projectionist Volunteer

### Role Description

**Duties and Responsibilities** Our projectionist volunteers are vital in enabling films to be shown at the David Lean Cinema. You will perform an important role ensuring a high quality of presentation at the cinema and ensure that our customers have an enjoyable and positive experience. You will need to:

- Be available to check equipment and programme at least 45 minutes before the screening
- Operate projection and sound equipment to provide the best possible presentation quality following a prepared script (cue sheet) supplied for your allocated screening
- Prepare any physical film deliveries for ingest to our media server under the direction of the Operations Manager
- Be vigilant at all times, with regard to the safety and security of customers, colleagues and yourself and report any problems quickly and clearly.

**Time Commitment** Opportunities for projectionist duties exist during daytime scheduled performances as given in the film programme.

Film times are normally 11am, 2.30pm and 7.30pm. Projection volunteers are required to arrive at least 45 minutes before screening time and remain throughout the screening.

**Essential Qualities** You must be willing to learn, be proactive and have good spoken communication skills in order to receive updates to schedules and respond accordingly. Some experience with IT and/or AV equipment would be an advantage. You need to be reliable, punctual, calm, friendly and polite. Most of our volunteers have an interest in film. Projection volunteers must wear an identifying David Lean t-shirt.

**Training** Projectionists will be given a general introduction to volunteering at the cinema, and all relevant training regarding the projection role. If you are suitable for the role you will be scheduled onto the projection team.

### **How does it work?**

Our Operations Manager asks volunteers for their availability on a monthly basis and most people cover at least 2 sessions a month. Frequent sessions are necessary in order to keep the required procedures fresh in the mind.

**What to do now?** If you would like to become part of the team, simply click on “Contact Us” in the website menu and give us some details about yourself including your phone number and the role you are interested in. We’ll get back to you.