



JOB PACK

Projectionist

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Introduction

We are currently expanding the team and looking for another projectionist to join our close-knit team at Eden Court Cinema.

Eden Court brings the best contemporary and classic cinema to Inverness with an exciting, wide-ranging programme that includes new releases, blockbusters, arthouse, independent, cult and classic films, plus live broadcast performances.

Eden Court is Scotland's largest multi-arts centre. Our building spans three centuries and you can find more information about us [here](#).

What we are looking for

THESE THINGS ARE ESSENTIAL FOR ALL APPLICANTS:

- Ability to work brilliantly as part of a team
- Great organisational and time management skills
- Ability to work flexibly with a mix of daytime, evening and weekend work, according to the programming requirements of the cinema
- Good IT skills
- Show initiative and are capable of working independently
- Good attention to detail

WE IMAGINE THE IDEAL CANDIDATE WILL ALSO:

- Have an interest and is enthusiastic about film and visual art
- Ability to contribute to an open, supportive and creative working environment

Job Description

PRINCIPAL RESPONSIBILITIES:

- Projection of Eden Court's film programme, including DCP's, 35mm, multimedia file formats, ensuring the best sound and image quality
- The use of DCP conversion software
- Administration and management of incoming and outgoing film media
- Maintain a high level of equipment care and report any problems with any equipment to your line manager (Head of Film and Visual Art)
- Set up and operate mixing desks, microphones and PA for live events and conferencing programme
- Communicate effectively and professionally with external clients and internal personnel to ensure that high standards are always achieved
- Adopt safe working practices at all times conforming to relevant Health and Safety legislation. Assist with the safe evacuation of audiences in the event of an emergency
- Working autonomously, manage workload, ensuring decision making is in the best interests of the organisation
- Keep the projection rooms clean and tidy at all time

THESE ARE RESPONSIBILITIES THAT ARE SHARED BY ALL EDEN COURT STAFF:

- Abiding by and promoting organisational policies, such as Equal Opportunities, Environment and Climate Crisis, Health & Safety, Safeguarding and Data Protection
- Maintaining an environment that is safe and welcoming for participants, audiences, visitors, staff and everyone else
- Representing Eden Court professionally at external meetings and advocating for the work we do

Employment Details

JOB TITLE	Projectionist
SALARY	£11,180 per annum at £10.75 per hour
HOURS	20 hours per week – rising up to 40 hours per week for holiday cover of other projectionists if required
LOCATION	Eden Court Highlands, Bishops Road, Inverness, IV3 5SA
DEPARTMENT	Film & Visual Art
LINE MANAGER	Head of Film & Visual Art
PENSION	Up to 6% Company contribution with the Peoples Pension
HOLIDAYS	31.5 days holiday from April to March including public holidays

OTHER BENEFITS

- Complimentary and discounted tickets to events at Eden Court
- Free soup (homemade by our Chefs) and 20% staff discount at Eden Court's café/bistro
- Employee Assistance Programme, a free confidential helpline offering legal advice and health support on a range of different issues
- Free parking

How to Apply

Please apply in writing explaining, in a letter no more than two-sides of A4, your interest in the role and telling us why you believe you would be suitable.

Please also attach a recent CV and send to: jobs@eden-court.co.uk along with the following information:

- Name
- Address
- Phone number
- Your access requirements if invited to an online interview

Please also complete [this online Equalities Monitoring form](#).

Applications must be received by 12pm on Friday 24 September 2021

Application Timeline

DEADLINE:	<i>Friday 24 September at 12pm</i>
INTERVIEWS:	<i>Wednesday 29 – Thursday 30 September</i>
DECISION:	<i>Friday 1 October</i>
START DATE:	<i>ASAP</i>