

DIGITAL CINEMA PROJECTIONIST

Position Type: Part Time

Pay Range: \$18-20/hour

Location: In Person



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS East Theater, the **Philadelphia Film Society (PFS)** raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The Philadelphia Film Society Venue Operations Department seeks a part-time projectionist to safely operate and project digital content for exhibition programs and external cinema rentals, ensuring the highest quality technical execution possible. Position reports to the Head Projectionist at PFS.

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversees projection of DCP/Alternative Media content for internal programs and external rentals
- Upholds superlative presentation standards across PFS exhibition programs and cinema event rentals
- Performs quality control on all digital content as assigned
- Operates basic lighting and audio for events with a live component
- Troubleshoots Tier 1 technical issues with projection equipment
- Assists with the regular cleaning tasks as assigned and other duties as assigned

SKILLS

- Ability to diagnose, troubleshoot, resolve, and communicate issues, responding quickly when appropriate
- Ability to work independently for extended periods of time
- Ability to collaborate in a team as dictated by operational and event needs
- Proficient computer skills with the ability to learn new software
- Experience with Windows, Mac and Linux Operating Systems a plus
- Strong ability to prioritize in a fast-paced environment
- Ability to prioritize work and meet deadlines
- Appreciation for PFS's mission and vision

QUALIFICATIONS

- Experience in film projection and maintenance preferred
- Live audio & lighting experience a plus
- This is a part-time position with expected hours ranging between 15-20 hours per week. Work hours vary. Must be available nights, weekends, and most holidays

PHILADELPHIA FILM SOCIETY

Philadelphia Film Center | PFS Bourse Theater | PFS East Theater | Philadelphia Film Festival
1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org

- Physical demands: sitting and/or standing, keyboarding, reading, grasping, mousing, handwriting for 4.0+ hours per day, and lifting maximum weight of 50 lbs are essential requirements of the position
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making

TO APPLY

Please email your resume and cover letter to jobs@filmadelphia.org with “Job Title – Your Name” in the subject line. Unfortunately due to the high volume of applications we receive, we are not able to respond to all applications. Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable federal, state or local legislation.