



THE BROADWAY THEATRE PROJECTIONIST JOB DESCRIPTION

Application Deadline: April 22nd, 2024, 5pm

Anticipated Start Date: June 10th 2024

If you love arts and culture, and are interested in making a difference in Saskatoon's cultural landscape, we would love to hear from you. We are seeking a reliable, innovative and technically-minded individual to fill the position of Projectionist.

The Broadway Theatre's Projectionist is part of a team responsible for the regular presentation of movies. As a member of our operations staff, the Projectionist is dedicated to timely, quality, and excellent presentation of all of the Broadway Theatre's film-based programming, ensuring that patrons enjoy films at the highest standard.

The successful candidate requires a diverse set of technical skills and a dedication to the highest possible standards in film presentation. Work hours are primarily on weekday evenings, weekends, nights and often include holidays. The Broadway Theatre is committed to cultivating a healthy, inclusive, respectful work environment and we hold all of our staff to a high standard of co-worker conduct.

Key Role Responsibilities/Activities/Deliverables:

Technical:

- Operate digital cinema projectors (primary formats DCP, Blu-ray, DVD, streaming and PC-based digital files), sound and lighting equipment, conduct virtual Q&A sessions, and related equipment.
- Prepare all files in advance of presentation to ensure optimal functionality.
- Quality control: oversee picture and sound quality throughout each show.
- Special events: Duties as assigned to ensure high-quality presentation of live events, facility rentals and other special theatre events.
- Troubleshoots and provides routine maintenance of the projection and sound systems, including cleaning and general maintenance of the systems, mechanical and storage rooms and general housekeeping.
- Ensures that quality control methods including attention to projection booth and equipment cleanliness are maintained.

Secondary tasks:

- Assist with cleaning the auditorium between shows, and working concession and box office shifts as needed.
- Office support and other operational support as needed.

Qualifications:

The Broadway Theatre is looking for a person who believes in and is engaged in our mission, and is eager to contribute to a vibrant community organization. This person should exhibit exceptional judgment, organization, dedication, efficiency and communication skills. They should have an understanding of and appreciation for The Broadway Theatre's mission, vision and values.

- Maintains quality control of the film and accompanying sound to ensure an optimum quality for each screening.
- Develops and implements the timing and cuing of the projection systems, lights, sound, film or video clips and communications between the project room and the hosting staff.
- Maintains the inventory and documentation of technical supplies, replacement parts and equipment or parts installed or replaced.
- Adheres to The Theatre's safety requirements for visitors and compliance with provincial and federal emergency and fire safety legislation and regulations.
- Curatorial experience an asset

What we are looking for in a candidate:

- Exceptional verbal and written communication skills.
- Detail-oriented, negotiation skills, maintenance experience.
- Strong work ethic, flexibility, exceptional time-management skills and the ability to work with a deadline.
- The ability to work evenings and/or weekends during concerts and events.
- Experience with audio and lighting equipment is an asset, but not required.
- Passionate about working in a non-profit, community-owned arts and culture organization.
- Projection experience is ideal, but not required.
- Computer and software skills: A wide range of skills on both PC and Mac operating systems.
- Troubleshooting: Ability to tell when something is wrong or is likely to go wrong, and to initiate troubleshooting steps to work towards a resolution.
- Ability to work under pressure in time sensitive situations
- Collaboration with the Film Programmer to ensure that films are acquired, ingested, and cleared in a timely manner.
- Familiarity with 35mm and 16mm film projection is desirable.

Requirements:

- Full compliance and membership with IATSE (provided and paid for by employer)
- Operation of state of the art film projection equipment, specializing in digital film-based projection systems.
- Troubleshooting and maintenance methods for video projection and sound systems and console to perform troubleshooting, maintenance, cleaning and general housekeeping for optimum operations.
- Relevant provincial and federal legislative authorities regarding Theatre operations (including the Occupational Health and Safety Act) to ensure compliance.
- The use, capabilities and operations of specialized computer equipment and software for the transfer of cue, show and soundtrack files, computer controlled programming, sound and show control systems and the programming and use of in-house control systems.
- Electrical and electronic theory and its application to A/V projection equipment and systems to identify and resolve technical problems.
- Reasoning skills to understand and act on complicated technical procedures for the projection system as well as other intricate systems and software involved in the daily operation of the projection room and The Theatre.
- Oral communication skills to effectively communicate with technical and hosting staff to ensure the smooth operation of The Broadway Theatre.
- Written communication skills to accurately record system readings and document technical and operational issues for the group leader or manager to review.
- Demonstrates sensitivity to, and interest in, working with individuals/groups from diverse social, economic, political, and cultural backgrounds.
- Broad understanding of social justice issues locally, nationally, and internationally and/or the willingness to learn about said issues.
- Must be able to lift up to 50 pounds and is required to use stairs to access the projection booth.
- Must have the ability to see details at close range (within a few feet of the observer). Acute ability to ensure that an image is in focus is crucial. Vision requirements are critical to the position and include close and distance vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to differentiate between colors (the ability to match or detect differences between colors, including shades of color and brightness).
- Must have the ability to detect or tell the difference between sounds that vary in pitch and loudness.

Wage, Hours and Benefits:

- The Projectionist wage is set at \$27.58/hour. Cost of living increases are reviewed annually, but not guaranteed.
- The Projectionist is a permanent, part-time position with fluctuating hours at 15-30 hours per week, dependent on the film/live event schedule.
- The Projectionist will earn vacation at a rate of “total hours worked X 3/52” (as per Government of Saskatchewan employment standards).
- The Projectionist will earn 3 sick days per year.

- After three months of employment, employees have access to a benefits plan that includes comprehensive health, drug, vision, and dental coverage, including access to diverse mental and physical health supports (such as counselors and naturopaths).

Other:

- This position requires the employee to be fully on-site to carry out duties as outlined above.
- Employees are provided with access to all technology and office needs at The Theatre, located at 715 Broadway Avenue.

Committed to Employment Equity: The Broadway Theatre encourages applications from Indigenous people, people with disabilities, persons of any sexual orientation, persons of any gender identity or gender expression, members of visible minority groups and women. Members of equity groups will be prioritized for this position as long as they meet the minimum requirements. The Broadway Theatre is committed to a workplace free of discrimination, violence, and harassment.

Friends of the Broadway Theatre is a non-profit, community-based organization with charitable status, dedicated to the preservation and restoration of Saskatoon's historic Broadway Theatre, a civically and federally recognized heritage building. The Theatre is a 430-seat venue for live music, film, dance, theatre, comedy and both community and private events. It plays a significant role as a community arts and culture centre.

Our Vision: To be a leader and builder of the arts within our community, and a leader and building of community through the arts.

Our Mission: To educate, entertain and inspire our community through artistic, cultural and organizational leadership.

Our Values: Accessibility, Community & Staff, Healthy, Respectful & Safe Organizational Environment, Creativity, Engagement & Innovation, Reconciliation, Ethical Leadership, and Inclusiveness.

For more information on the organization, visit www.broadwaytheatre.ca

How to Apply:

Interested and qualified parties are requested to submit a cover letter, resume, and two professional references by Monday, April 22nd at 5pm.

Email To: Lenore Maier at lenore@broadwaytheatre.ca

Subject: Projectionist Position