



Job Description	
Job Title	Projectionist
Department	Music & Cinema Department
Grade	B
Location	Barbican Centre
Responsible to	Chief Projectionist
Responsible for	N/A

Purpose of Post

- To deliver the diverse and dynamic cinema programme in conjunction with the Cinema & Music Department.
- To maintain and operate all Cinema equipment in order to meet the level of technical service required by the daily operational schedule.
- To maintain the upkeep and safety of all relevant Barbican technical equipment.

Main Duties & Responsibilities

1. Operate and maintain all cinema and associated equipment used in the Barbican Centre
2. Makeup, preview, screen and break down 35mm and 16mm film.
3. Preview and screen cinema material on digital cinema server systems, including video, DVD and other materials and formats as required.
4. Work with the Cinema & Music Department on film seasons including attending briefing meetings and film management duties as appropriate.

5. Carry out preventative maintenance and repairs on the equipment as directed or as found necessary in the course of duty, and carry out statutory tests and inspections as directed.
6. Provide technical advice and guidance to clients to enable them to obtain the optimum levels of performance quality.
7. Project at Barbican Music & Cinema off-site screenings and special events as required.
8. Update the Theater Management System weekly.
9. Keep all film-related administration up to date.
10. Maintain and observe all current Health & Safety Codes of practice for work methods and equipment.
11. Take reasonable care for own health and safety and that of other persons that may be affected within own working environment in accordance with the Barbican Centre's and City of London's Health and Safety procedures.
12. Foster and maintain good working relationships and communication with all other Barbican departments.
13. Carry out any reasonable tasks as requested by the Chief Projectionist.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times to give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. Undertake any other duties that may reasonably be requested appropriate to the grade.



Person Specification	
Job Title	Projectionist
Department	Music Department
Grade & Level	B Level: 2

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Able to project a variety of film formats including 35mm, 16mm, digital cinema, DVD and other formats (A), (I)
- Demonstrate good communication skills and work well both in a team and on their own (I)
- Show understanding and knowledge of current and relevant Health and Safety practices (A), (I)
- Educated to GCSE level (math and English grade C or above) or equivalent (A)
- Literacy, numeracy and technical skills are required to operate equipment correctly (A)

Experience Required

- Proven projectionist experience gained within a busy cinema environment (A), (I)
- Experience of working with digital cinema projectors (A), (I)
- Experience of sound engineering including radio mics (A), (I)
- Experience of lighting control (A), (I)
- Experience of working in an Art House cinema (A), (I)
- Ability to work independently in a busy multi-task environment as well as part of a dynamic and supportive team is essential (A), (I)

- Good interpersonal and organisational skills are vital, so as to converse with artists and directors of international status. (A), (I)
- Strong, demonstrable experience of professional work in a similar environment. (A), (I)

Other Relevant Information

- Available to work frequently on evenings and weekends.
- Applicants must have normal colour vision to identify technical faults with the projection equipment or film material.

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

Starting salary for this job is £30,180 per annum inclusive of London Weighting. This figure will be reviewed annually from 01 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

The hours of work are variable, Monday- Sunday, being 35 hours per week excluding lunch break, but the post holder shall be expected to work the hours necessary to carry out the duties of the position. Weekend and evening work will be expected.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line

management agreement, to take 2 days of volunteering leave per year to enable them to do this.

barbican

We are London's
Creative Catalyst
for arts, curiosity
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

barbican.org.uk/values



The City of London
Corporation is the founder
and principal funder
of the Barbican Centre