



JOB POSTING

PROJECTIONIST

Employment Type: Fixed Term Contract

Start Date: Starts September 1, 2018; ends September 30, 2018

Hours: Varying as schedule. Evenings and weekends required, especially during the festival (September 19 - 30, 2018)

Required availability: Tuesday, September 4 (all day); Monday, September 10, 4 - 8pm

Reporting to: Technical Manager

Supervising: N/A

Salary/fee: \$20.00 per hour

The Calgary International Film Festival's Mission

To entertain and engage audiences by curating the most innovative and compelling films, and creating remarkable festival experiences.

The festival is a 12-day showcase of up to 200 multi-genre films from Canada and over 40 other countries, hosting gala events, screenings, award ceremonies and special presentations. Additionally, the festival co-presents other programs, such as Doc Soup, throughout the year.

Role

Projectionists are responsible for the operation of all technical aspects within the cinema, including the audio, lighting and on-screen content. This includes the testing of provided materials for playback and making sure that all systems are functional for film screenings, performances, Introductions, and Q&As.

Responsibilities include:

- Test content in the cinema and make note of aspect ratios and audio levels to ensure proper playback
- Set up and test Intro and Q&A equipment, including microphones, lights and other audio/visual equipment as required
- Create and test DCP playlists for feature films and short film packages
- Prepare playback of any other provided formats, e.g. backup Blu-rays
- Work with Venue Volunteers, Ushers, and Programmers to ensure that microphones are ready for Intros and Q&As
- Communicate with the Venue Coordinator and the Venue Ushers to open venues and start films on time
- Communicate with the Venue Coordinator and the Technical Manager regarding entertainment inside or around the cinemas
- Play all on-screen content for the festival, including sponsor advertisements, shorts, and films
- Provide detailed post mortem notes and archived files (hard and electronic) relevant to the position and the work accomplished following the festival

Qualifications:

- Outstanding collaborator and team player
- Must be able to work in a fast paced environment and have the ability to work calmly and excel under tight deadlines
- Strong organization and attention to detail
- Excellent communication skills, both written and oral

- Knowledge of film and digital video formats
- Knowledge of film and video presentation equipment (decks, projectors, etc.)
- Knowledge of, and experience with, DCP servers (GDC, Doremi/Dolby, etc.) is an asset
- Experience with basic audio mixers, wireless microphones, and basic lighting systems
- Strong sense of professionalism
- Excellent communication skills, both written and oral
- Computer skills and experience with Microsoft Word and Excel as well as database software is an asset
- The ability to keep accurate and detailed records
- Experience in live events is an asset
- Previous cinema projection experience is an asset

To Apply

Email a resume and cover letter **in a single document** to hr@calgaryfilm.com by **Wednesday, August 1, 2018**. Please use "Projectionist" as the email subject line. We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please.