



# JOB POSTING

## PROJECTIONIST

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**Employment Type:** Fixed Term Contract

**Start Date:** Starts September 03, 2019; ends September 30, 2019

**Hours:** Varying as schedule. Evenings and weekends required, especially during the festival (September 18 30, 2019)

**Required availability:** Tuesday, September 04 and Monday, September 09 2019.

**Reporting to:** Technical Manager

**Supervising:** N/A

**Salary/fee:** \$20 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.

Responsibilities include:

- Playing all on screen content for the Festival, including sponsor advertisements, shorts, and films.
- Communicating with the Venue Coordinator and the Venue Ushers to open venues and start films on time
- Testing content in the cinema and making note of aspect ratios and audio levels to ensure proper playback
- Setting up and testing of Intro and Q&A equipment, including microphones, lights, and other audio/visual equipment as required
- Creating and testing DCP playlists for Feature Films and Short Film Packages
- Preparing playback of any other provided formats, e.g. backup Blu-rays
- Working with Venue Volunteers, Ushers, and Programmers to ensure that microphones are ready for Intros and Q&As
- Communicating with the Venue Coordinator and the Technical Manager regarding entertainment inside or around the cinemas
- Providing detailed post mortem notes and archived files (hard and electronic) relevant to the position and the work accomplished following the Calgary International Film Festival

#### Qualifications:

- Outstanding collaborator and team player
- Previous experience in live events is required
- Previous cinema projection experience is an asset
- Must be able to work in a fast paced environment and have the ability to work calmly and excel under tight deadlines
- 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
- Computer skills and experience with database software is an asset
- The ability to keep accurate and detailed records
- Strong organization and attention to detail
- Excellent communication skills, both written and oral
- Strong sense of professionalism

#### To Apply

Email a resume and cover letter **in a single document** to [hr@calgaryfilm.com](mailto:hr@calgaryfilm.com) **no later than 4:00 pm, Friday, August 16, 2019**. 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.