



**CITY VARIETIES**  
MUSIC HALL · LEEDS

*The*  
**GRAND**  
Theatre & Opera House Leeds



## Projectionist – Job Description

### Our organisation

The Hyde Park Picture House is part of Leeds Heritage Theatres Ltd. (LHT). LHT is a registered charity encompassing three historic venues: The Hyde Park Picture House, Leeds Grand Theatre and City Varieties Music Hall.

With a focus on cultural cinema, the Hyde Park Picture House team aims to grow audiences and foster meaningful engagement with film, in an environment which is safe, inclusive, and sustainable for staff, external partners and audiences alike.

The Projection Team provides a broad range of technical support to enable the venue to deliver the cinema's programme to a consistently high standard.

The Projection Team's role includes supporting colleagues in realising a diverse programme of film screenings and associated events. Managing a variety of formats and differing AV needs. Our Projection Team also help to ensure health and safety policies and procedures are adhered to and work with partner organisations to facilitate this.

### Purpose of the job

The principal role of the projectionist is, working within a small team and alongside the wider Operations Team and venue volunteers, to lead on the audio visual and technical delivery of screenings and events and as well as general administration.

They help to create an environment where colleagues (including volunteers) feel trusted, empowered, engaged and audiences feel welcome. They work cohesively with other teams across both the cinema and the wider charity.

They help participate in the safe operation of the whole venue including supporting the day-to-day upkeep of the building and equipment

### Main responsibilities

- Deliver the cinemas' programme to a high standard by helping build shows and testing content, setting up additional AV and running screenings and events. Operating throughout the venue.
- Work flexibly to support the cinema team across a wide range of tasks appropriate to the role.
- Contribute to the creation and maintenance of a positive and productive culture in which all team members can work and flourish.
- Manage own workload with supervision, producing work of high quality within the agreed timescales, work as efficiently and effectively as possible.
- Work with the wider cinema team to help to continually develop and improve our screenings and share learning which can help to improve the long-term activity of the cinema.
- Understand the principals and workings of cinema projection and cinema equipment and be able to respond and adapt quickly to changing circumstances or any issues as they arise.
- Be aware of your responsibilities as part of the Organisation's Health and Safety Policy and relevant procedures including those of host venues.



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## **Nature and scope**

In addition to the above, the role of the Projectionist will also be required to undertake a variety of other tasks which support these including, but not limited to:

- Be professional and help maintain excellent working relationships with partners.
- Maintain excellent communication on shift with colleagues and be ready to support where appropriate to ensure the smooth delivery of the programme and events.
- Have a good knowledge of our film programme and any special events.
- Be up to date with communications from the cinema team and the wider organisation.
- Attend and participate in regular staff meetings and training
- Be familiar with, and support delivery of our charitable aims, policies & procedures, relating to Health & Safety and general operation

### Projection and equipment

- Understand basic maintenance and configuration of projectors and ancillary equipment and under the direction of the Projection Manager assist as required in the inspection, servicing, and maintenance of equipment.
- Always take pride in your working environment ensuring that work areas are clean, tidy and safe.
- Be able to configure the projection equipment to accommodate uncommon and bespoke aspect ratios and to compensate for any alterations to the cinema spaces.
- Load, script and check content when required.
- Maintain high standards of projection and ensure the highest possible care of screening materials.
- Be confident in the projection of DCP bluray/DVD and computer formats.
- Use third party software to create DCP packages.
- Run live and other AV events with microphones and mixed media to a high standard.

### Health and Safety responsibilities

- Ensure safe working practices are always adhered to, e.g., Working at Height, Manual Handling, Electrical Safety, PAT Testing,
- Be aware of all the fire safety and first aid procedures in all venues when using them.
- Have a clear understanding of your responsibilities as outlined within the Fire and Evacuation Policy and Procedure and support the cinema team in their delivery of the Fire and Evacuation Policy as required.

### Other tasks

- Be aware of and comfortable using the main IT tools used by the organisation including the Microsoft Office suite, SharePoint and all associated document stores and how these might enable you to perform your role.
- Perform administrative duties for the proper functioning of the projection department.
- Where possible provide cover for other members of the department during periods of annual leave and sickness.
- Help identify and participate in any training necessary to properly perform your role.

## **About you: Would you like to work with us?**

- We're looking to appoint enthusiastic and passionate individuals to participate in a smooth running, efficient and safe working environment for all staff and partners.



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- You will work flexibly to support the broad remit of the Projection Team and strive to offer the best possible service and a positive working culture for all users of our venues.
- You will have the opportunity to work within a small but caring and dedicated team, working together to find ways of making the cinema more inclusive and welcoming to all.

## Essential attributes

### Technical

- Experience of working with or studying AV or related areas.
- Good IT skills inc. experience with Microsoft Office packages.
- An Interest in technical areas and a desire to learn.

### Personal

- Self-motivation and an ability to work unsupervised
- Ability to prioritise duties, meet deadlines and work efficiently when under pressure, maintaining a high quality of work.
- Excellent communication skills including working well with a range of different stakeholders, for example colleagues, external partners, and private hire clients.

### Desirable attributes

- Knowledge of Health and Safety and Safe Systems of Work
- An interest and knowledge of film and film exhibition

## Contract details

**Contract type:** Part-time, permanent, One role at 14 hours per week and one role at 7 hours per week

**Salary:** Full-time equivalent of £23,730 per year (£12.30 per hour)

**Holiday Entitlement:** 4 weeks + 1.6 weeks' bank holidays (pro rata based on contracted hours)

### Benefits

- Generous average salary pension scheme
- Regular staff offers and discounts for our own venues and local businesses
- Free to use Employee Assistance Programme that supports your health and wellbeing

**Responsible to:** Projection and Facilities Manager, Deputy Projection and Facilities Manager

**Probation Period:** Six months

**Notice Period:** One month, on completion of probation

**Hours:** Over seven days including weekend and evening work plus special events – Hours per week and pattern of shifts to be agreed as part of monthly rota

**Workplace:** Primarily at Hyde Park Picture House, 73 Brudenell Road, Leeds LS6 1JD.

**Access Information:** See Recruitment pack. Specific access information for the building is available on request