

Part Time Projectionist Job Description
November 2022

Position Summary:

This is a part-time position for 5-8 hours/wk to start, with more hours available on a relief basis. Applicants must be 21 years of age or older, and available to work evenings and weekends.

The position of Projectionist requires an organized, diplomatic, tech-savvy, motivated and personable individual to manage daily lobby operations at our theater. Projectionists are responsible for managing concession and ticket sales, working with volunteers, introducing and starting films, and assisting with special events. This position reports to the House Manager, and will require regular interaction with the entire staff, PFC board and volunteers. Pickford Film Center follows and enforces COVID safety protocols and employees must wear face masks when working.

Pickford Film Center is an equal opportunity employer. Individuals from all cultures and communities are encouraged to apply.

Tasks May Include:

Behind the Counter

- Use of our Point of Sale system to sell tickets and concessions
- Serving of concessions and alcohol

Tech Booth Operations:

- Starting films on time
- Operating spotlights
- Managing mics and sound board

Communications:

- Maintaining excellent customer service behind the counter
- Introductions before films to large audiences
- Interactions with special guests for events, ensuring needs are met
- Interacting with volunteers

Organization:

- Stocking and organizing supplies
- Keeping lobby tidy and clean
- Keeping theaters clean throughout the day
- Time management and optimizing volunteer assistance to find and complete work tasks throughout the day.

Desired Qualifications and Experience:

Customer service or customer relations experience
Nonprofit work or volunteer experience
Experience in leadership roles
Experience and/or familiarity with different forms of technology

Desired Skills:

Highly organized and efficient
Self-Directed with the ability to prioritize tasks, seek out new work, and manage daily tasks with minimal direction
High level customer service skills
Cash handling experience
Excitement towards learning new skills
Ability to work well both as part of a team and independently
Friendly and outgoing with a strong desire to be part of the PFC community
Flexible and responsive to organizational needs
High level of integrity and sense of discretion
Love of cinema
Understanding of the arts

Salary:

This is a part-time position with the possibility of more hours as we increase our operating hours this coming Summer and move on to festival season in the Fall. Compensation will be \$15/hr. While we cannot offer health or PTO benefits at this level, this position will include free movies & popcorn, discounts on concessions, and a tight-knit, collegial work environment.

Send resume and cover letter to meghan@pickfordfilmcenter.org