

Projectionist
Office of Dean of Students/Newcomb

Function:

The Audio-Visual Office provides support in the areas of audio visual equipment, sound reinforcement, lighting, theater and video projection and other related electronic equipment.

The Projectionist performs duties related to providing necessary support for film projection. The Projectionist will be trained to provide projection and sound reinforcement support for designated programs. The Projectionist may also be trained in the setup, operation, and breakdown, of other audiovisual equipment and may be assigned to provide support for other events and activities as needed.

Responsibilities:

- Build, show, breakdown film for scheduled showings.
- Assist with duties related to the cleaning and/or maintenance and repair of equipment as needed.
- When returning equipment, place it in its assigned area.
- Process the appropriate paperwork for each event.
- Attend all required training sessions and staff meetings.
- As needed, will perform duties related to the on-site setup and operation of sound reinforcement, lighting, audio-visual, or other related equipment for events and activities as assigned.

Commitment

This position requires a minimum of 8 hour and a maximum of 20 hours per week with beginning and ending dates to be determined by the Director of Facility Services. Attendance at all training activities is required, including regular staff meetings. Prior to the start of fall semester, training typically begins one week before the start of classes and lasts approximately three days. Evening and weekend work will be required. Proper attire and effort towards meeting program expectations is required. Ongoing training for new projectionists may be required. Evening and weekend work is required.

Supervision received: Audio-Visual Support Technician, Newcomb Student Manager, Director of Facility Services

Educational Outcome

- Organization and communication skills
- Crisis management and problem solving skills
- Quality customer service skills
- Develop ability to work independently

Requirements:

- Must be able to perform moderately heavy duties (e.g. lifting of equipment).