

REGAL FILM SOCIETY JOB DESCRIPTION

VOLUNTEER PROJECTION ASSISTANT

PURPOSE

To support and facilitate the screening of digital films at the Regal Theatre and live streaming events from the Royal Opera House (ROH) and other venues. In this interesting voluntary role, you will be part of our small friendly team who volunteer, on a flexible rota basis, to support The Film Society's programme showing a variety of films to their members and the general public.

MAIN DUTIES

After training

- Work alongside, and assist the Regal Film Society's projectionist
- Operate the digital cinema systems, download digital cinema content, create play lists, and test and monitor playback of the digital content
- Involvement with the screening of live satellite broadcasts from the Royal Opera House and other venues.

SKILLS REQUIRED

- A working knowledge of current IT systems
- A basic understanding of PowerPoint would be an advantage
- Enthusiasm to learn and grow with the role

Place of Work Projection Room and auditorium at the Regal Theatre

Time Commitment: *Films are usually screened at 7.30 pm on Tuesdays; while ROH live screenings*

and public films are more varied.

Prior to screening day: attend the theatre for approximately 2 hours to create and test the film play list

On screening day: attend from 1 hour beforehand, and for the duration of the actual film screening, to update and run the pre-show PowerPoint presentation and monitor playback of the film.

You will also need to attend team meetings, usually held at the Regal Theatre, every 6 months, from 7.30 - 9pm

(Our current film programme is available to view at <https://www.regalfilmsociety.org/>)

Report to: Film Society Projectionist

Training: Full training and support will be provided for the role, and ongoing support will be available from the film society's technicians and team members.