

WATERSHED

Projectionist/ AV Technician, Watershed

Dear Applicant,

Thank you for your interest in the above position. Please find below a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is Inclusive – we are people led. We listen to and engage with the broadest range of people. The information below lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

If you are from a background that is underrepresented in the film and culture sector (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process).

We would be pleased to help you think this through. Please request this by emailing hr@watershed.co.uk (we will not ask you to disclose your background).

We believe our work will be stronger with greater diversity and welcome applications from those who bring balance to our team. Watershed welcomes the whole person to work, and we understand that each of us brings our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

Timeline:

In order to broaden the field of candidates, the Watershed team will aim to meet all long-listed candidates who meet the basic criteria for a short online interview first and then will then hold second interviews. You will be sent more information about the format and any questions in advance. Given the current circumstances, we will confirm closer to the time whether it would be possible to hold these interviews in person at Watershed.

The closing date and time for all applicants is **5pm Fri 1 April 2022**

We will contact all long-listed candidates by: **Mon 4 April 2022**

Short online interviews: **Thu 7 - Fri 8 April 2022**

We will contact all short-listed candidates by: **Mon 11 April 2022**

Interviews: **Wed 13 and Thu 14 April 2022** (likely to be in-person at [Watershed](#), Bristol. Public transport costs within the UK can be reimbursed.)

Please note that if you have not heard from us by 13 April, you have been unsuccessful, and we are unable to offer you an interview.

Our forms:

Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form which you will find on the recruitment web page.

We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Feel free to get in touch if you have any questions.

Best wishes,

Ewan Dunford

Technical Resources Manager

ewan.d@watershed.co.uk



Position: Projectionist/ AV Technician (Full-time, permanent)

Grade: 4

Responsible to: Technical Resources Manager

Purpose of Job

The post holder provides high standards of technical delivery, to meet the audio/visual needs of Watershed activities principally in the cinemas and Waterside spaces.

Principal Responsibilities

- Projection of Watershed's film programme, including DCP's, 35mm, 16mm, multimedia file formats
- Set up and operate mixing desks, microphones and PA for Watershed's live events and conferencing programme
- Operation of recording equipment, including fixed video cameras and audio recorders for Watershed's online presence and private events bookings
- Administration and management of incoming and outgoing film media
- Maintain a high level of equipment care and report any problems with any equipment to line manager as soon as possible
- Mastering DCP's with use of DCP conversion software
- Display excellence in customer service at all times, ensuring the best sound and image quality
- Communicate effectively and professionally with external clients and internal personnel to ensure that high standards are always achieved
- Adopt safe working practices at all times conforming to all relevant Health and Safety legislation. Assist with the safe evacuation of audiences in the event of an emergency
- Working autonomously at times, manage workload and issues unsupervised, ensuring decision making is in the best interests of the organisation
- Keep the projection room and other work areas clean and tidy at all times

Key Performance Indicators

- Operating equipment effectively and maintaining an excellent standard of projection quality (Digital DCP/35mm)
- Good practice in operating projection equipment and PA systems in all Watershed spaces
- Effectively operating recording devices for online publishing, streaming, archiving
- Efficient and accurate processing of incoming and outgoing film media
- Demonstrating good practice and high-quality control standards in DCP creation from incoming source material to on-screen projection
- Maintaining a clean and tidy working environment at all times
- High level of customer care
- Issues are identified and dealt with efficiently and in the best interests of the business
- Co-operates and communicates effectively within own team, with other departments in the organisation and external clients
- Careful handling of all Audio/Visual equipment, reporting any issues that may arise
- Health and safety and safe working practices adhered to at all times

Skills & Experience

Desirable:-

- Demonstrable experience of operating 35mm projection.
- Multiple screen and digital projection experience.

Essential:-

- Experience of operating mixing desks, data projectors, and microphones.
- Always demonstrates excellent customer service skills
- Good communications skills, both verbal and written
- Attention to detail and accuracy
- Numerate
- Methodical approach to problem solving.
- Technical disposition and basic level of IT literacy.
- Previous experience of working in a technical environment.
- Flexible, reliable and positive approach to work and a willingness to learning new skills to meet the needs of the organisation.

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Additional information:

- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.
- Watershed is a COVID-secure environment working to Government guidelines to ensure that the workplace is safe for our employees

Watershed is striving to be an equal opportunities employer.



Watershed is a Social Enterprise Mark Holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.