

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

POSITION: Projectionist/AV Technician
DEPARTMENT: Media Services
LOCATION: Los Angeles/Campus

PRINCIPAL RESPONSIBILITIES:

The Projectionist/AV Technician is responsible for providing technical support and professional presentation for all screening rooms, and at other campus events as needed.

PRINCIPAL DUTIES:

- Assist with 35mm film screenings
- Assist with various video formats including: video projection, and data interface with film and video
- Assist with digital cinema (DCP) projection, including tracking and receiving digital cinema media and related content.
- Perform quality checks and prepares film and equipment for presentations.
- Set up and operate Media Services equipment for all programs and events, including dailies screenings, seminars, film and video screenings, audio recordings and distribution, computer presentations and rental events.
- Obtain and organize media/clips while coordinating with staff, faculty and outside rentals to operate campus theater and classroom spaces efficiently and effectively.
- Provide technical support to faculty and Fellows for any projection related issues.
- Assist in repairs and maintenance of all Media Services equipment.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree preferred.
- Minimum three years experience in audio video presentation, set-up and practical knowledge of digital playback and projection / displays.
- Knowledge of computer software and hardware is essential.
- Experience in 35mm and video projection
- Experience with digital cinema (DCP) equipment and projection.
- A mechanical aptitude for electronic and computer equipment with the ability to troubleshoot any technical issues.
- Working knowledge of film industry and production experience preferred.

- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Available to work evenings and weekends, and daytime shifts as needed.

SUPERVISION:

The Projectionist/AV Technician performs all duties and responsibilities under the guideline and supervision of the Director, Campus Operations.