



CINEMA PROJECTIONIST

Overview:

The Phoenix is Orkney's only full-time cinema running between 1-4 shows a day. Screenings include films, theatre, opera and ballet, and the cinema also hosts other occasional events, including conferences and live music.

In this role you will act as an ambassador for The Pickaquoy Centre and The Phoenix Cinema. You will be passionate about cinema and the arts and have excellent attention to detail. You will effectively assist in the main duties and daily operation of The Phoenix Cinema, ensuring delivery of a high-quality cinema experience and an excellent level of customer service. You will require the ability to learn how to operate technical equipment and systems and to follow operating procedures and policies.

With Orkney due to host the International Island Games in 2025, there has never been a more exciting time to join our team.

Hourly Rate:

£12.60 per hour

No. of Hours:

Casual (as and when required, on a rota basis)

Responsible to:

Cinema Manager

Date Prepared:

May 2025

Why work for the Pickaquoy Centre?

- Free use of facilities
- Local Government Pension Scheme - employers contribution of 15%
- Discounted food and drink in the Picky Cafe
- Various Centre discounts, including Personal Training sessions, Sunbed use, Children's parties, Holiday Camp
- Enhanced annual leave entitlement linked to length of service
- Cycle to Work Scheme
- Contractual Sick Pay Scheme



Main Duties:

1. To consistently provide excellent customer service.
2. To operate the digital cinema projector and all other technical equipment required for running cinema screenings and events.
3. To ensure consistently high standards of cleanliness throughout the cinema auditorium, kiosk, toilet and foyer, including carrying out deep cleaning of the area as required.
4. To set up and serve in the cinema kiosk, selling snacks and beverages before and during screenings and events.
5. To check cinema tickets and direct customers to their seats.
6. To restock the kiosk between shows and to cash up kiosk takings at the end of a closing shift.
7. To order new kiosk stock as required, and take in deliveries of kiosk stock, ensuring efficient stock rotation.
8. To report daily and weekly Box Office figures, when working the closing shift.
9. To supervise the auditorium during film screenings. To resolve any issues or customer queries, escalating to the Duty Manager or Cinema Manager for support as necessary.
10. To assess and competently deal with technical or quality issues whilst on duty, escalating to the Cinema Manager or external engineers for assistance in the event of equipment breakdown.
11. To assist with the assembly of shows, including downloading and preparing all required content, working to strict deadlines to ensure these are checked and ready for our public screenings.
12. To update the cinema's marketing materials as required – this includes downloading assets for upcoming films and events, updating poster displays, PowerPoint presentations and online information on the website, and posting on company social media accounts.
13. To keep up to date with UK cinema releases and contribute to film schedule discussions at monthly meetings.
14. To be responsible for the security of the projection room and all other cinema areas whilst on duty.
15. To take responsibility for ensuring the projection room and other staff areas are kept clean and tidy while on duty.
16. To comply with all relevant Health and Safety requirements.
17. To support the development of arts/visual/audio opportunities at the Pickaquoy Centre.
18. To ensure that all duties are carried out with regard for the Trust's Equal Opportunities Policy along with any other associated policies and practices.
19. To remain compliant with General Data Protection Regulations (GDPR) and maintain absolute confidentiality.
20. To undertake other tasks and duties as required by the Management Team.
21. The post holder may be required to work in other departments/sites operated by the Pickaquoy Centre Trust.

Person Specification:

Attributes	Essential	Desirable
Relevant work / other experience - <ul style="list-style-type: none"> • Experience of using technical equipment or systems and the ability to learn new procedures quickly. • Experience of working in a cinema or similar environment, including experience or an understanding of operating digital cinema equipment and cinema programming. • Experience of working in customer service. • Experience of microphone set up and running audio and visual presentations. • Experience in stage lighting, or event set up. • Knowledge of Health and Safety procedures. 	✓	✓ ✓ ✓ ✓ ✓
Skills and Abilities - <ul style="list-style-type: none"> • The ability to work as part of a team and to communicate clearly and effectively. • The ability to deliver exceptional customer service. • Must be comfortable working independently, unsupervised and able to follow instructions and multi-task as required. 	✓ ✓ ✓	
Personal Qualities - <ul style="list-style-type: none"> • Excellent attention to detail. • Self-motivated. • Enthusiasm to deliver excellence and maintain high standards in the Phoenix Cinema. • Commitment to working as an effective team member. 	✓ ✓ ✓ ✓	
Additional Job Requirements - <ul style="list-style-type: none"> • Due to license restrictions, all applicants must be over 18. • Available to work on a rota which will include daytime, evening and weekend shifts. A willingness to work additional hours when holiday and sickness cover is required. • You must be passionate about the cinema experience and have a love for films, including an appreciation of a wide variety of genres and types of screenings. 	✓ ✓ ✓	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.