



CINEMA PROJECTIONIST

Overview:

The Phoenix is Orkney's only full-time cinema, running daily screenings of a wide variety of films and events such as theatre, opera and ballet. The cinema also hosts other occasional bookings, including conferences and live entertainment.

In this role you will act as an ambassador for The Pickaquooy 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.

There is scope for development and progression within this role, including the opportunity to assist the Cinema Manager with tasks that contribute to the successful running and development of the business.

Hourly Rate:

£12.60 per hour

Potential for advancement in both pay and responsibility as you develop in the role

No. of Hours:

Up to 35 per week

Flexible for the right candidate

Responsible to:

Cinema Manager

Date Prepared:

September 2025

Why work for the Pickaquooy 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 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.
3. To operate the digital cinema projector and all other technical equipment required for running cinema screenings and events.
4. To assess and competently deal with technical or quality issues whilst on duty, working with the Cinema Manager and external engineers as required in the event of equipment breakdown.
5. To check cinema tickets, direct customers to their seats, assist with queries and supervise the auditorium during film screenings.
6. To operate the cinema kiosk, ensuring accurate cash handling and efficient stock rotation. Assist with overall stock management, ordering, receiving, inspecting and recording.
7. To report daily and weekly Box Office figures when working the closing shift, ensuring accuracy across all our recorded data.
8. 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.
9. To keep up to date with UK cinema releases and contribute to film schedule discussions at monthly meetings.
10. To assist the Cinema Manager with planning and implementing the cinema schedule.
11. 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.
12. To be responsible for the security and cleanliness of the projection room and all other cinema areas whilst on duty.
13. To comply with all relevant Health and Safety requirements.
14. To support the development of arts/visual/audio opportunities at the Pickaquoy Centre.
15. 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.
16. To remain compliant with General Data Protection Regulations (GDPR) and maintain absolute confidentiality.
17. To undertake other tasks and duties as required by the Management Team.
18. 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. There may be the opportunity 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 and events, 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.