

George Eastman Museum Employment Opportunity

Job Title: Chief Projectionist

Department: Moving Image Department

Reports To: Jared Case, Curator of Film Exhibitions

Work Status: Full time/Exempt

Posting Dates: May 13, 2021 until filled

Start Date: June, 2021

Overview:

Maintain, preserve, and care for projection equipment in the Dryden Theatre and the multipurpose hall, as well as manage all projection and inspection duties for moving image programs.

Job Responsibilities:

- Establish technical standards in the presentation of motion pictures.
- Inspect internal and external films to an archival standard to be projected in the Dryden Theatre and other projection spaces in the museum, including but not limited to 16mm and 35mm safety and nitrate prints.
- Receive, ingest, and prepare digital files for projection in the Dryden Theatre and other projection spaces in the museum, including but not limited to unlocking DCP with KDM keys and creating playlists.
- Project 16mm, 35mm (including safety and nitrate prints), and digital files to an archival standard, maintaining a superior exhibition experience reflecting the original presentation.
- Handle internal and external prints to an archival standard, including packing of materials as requested by the lending institution.
- Recruit, train, and supervise part-time projectionists and inspectors.
- Supervise projection staff, including periodic training and assessment, as well as scheduling of projection staff for internal and external events taking place in museum projection spaces
- Delegate duties to projection staff as appropriate and as training allows
- Maintain projection equipment in the Dryden Theatre and multipurpose hall as needed, including logging periodic maintenance and upgrades and communicating changes to the Curator of Film Exhibitions and projection staff.
- Communicate with Dryden Theatre staff, including Curator of Film Exhibitions and Theater Manager.
- Communicate with internal and external coordinators of guests in the Dryden Theatre and the multipurpose hall to determine the best presentation of moving image material and smooth operation of events in these spaces.
- Supervise and coordinate technical and projection operations for film festivals.
- Facilitate all Moving Image Department projection needs
- Teach Archival Projection and Inspection class for The L. Jeffrey Selznick School of Film Preservation students.

- Participate in the student activities/curriculum of the Selznick School, including, but not limited to, supervising projects, mentoring students during rotations, and assisting with student field trips.
- Provide training and assistance to staff members, interns and volunteers.
- Perform duties/special projects as assigned by the Curator of Film Exhibitions and/or Curator in Charge of the Moving Image Department.
- This position requires sitting, standing, walking, lifting/carrying (up to 50lbs), handling, hearing, smelling and seeing. Because of the Dryden Theatre's hours of operation, work during evenings and weekends are required. Work takes place in an office and theatre. Occasional exposure to fumes from film and film canisters.

Qualifications

Education Requirements

Advanced degree in film preservation or equivalent field.

Experience Requirements

- Archival projection experience.
- Knowledge of motion picture preservation, inspection protocols and film history.
- Familiar with domestic and international shipping protocols.

Skills and Competencies Requirements

- Attention to detail, organizational skills, and ability to multitask.
- Written and verbal communication skills, interpersonal skills, sound decision making and critical thinking skills.

Application:

Email a cover letter, a current CV or resume (with contact information for two referees) to Jared Case, Curator of Film Exhibitions, Moving Image Department, jcase@eastman.org

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