



# USC University of Southern California

## Projectionist Job Description

### JOB INFORMATION

Job Code:	171000
Job Title:	Projectionist
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Digital/Multimedia
Job Family Group:	Multimedia 1
Management Level:	7 Individual Contributor

### JOB SUMMARY

Provides theatre projection services for classes, university programs, department/business purposes, and special events. Operates projection and audiovisual equipment, and performs basic maintenance as required, cleaning, testing, and confirming media is in operable condition. Arranges and sets up media and equipment on site according to guidelines, and with consideration of event logistics and/or lesson plans. Monitors and maintains theatre facilities and equipment, including internet connections. Assists with interpretation of copyrights and public performance rights for media to be screened. Coordinates and supports content management, technical run-throughs, and remote viewing/playback opportunities.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
	X	Bachelor's degree	in related field(s)

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	in media production and/or projection services and technology, with demonstrated expertise in booth and projection technology, audio/video systems and equipment, media players, and/or other relevant fields.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven design, planning, organizing, and problem-solving skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated assessment, interpersonal, and written and oral communications skills. Ability to interpret applicable laws, policies, and procedures.
	X	Experience supporting end users in a higher education environment, and with relevant classroom equipment and software (e.g., Echo360, Panopto, Smart Boards).
	X	Demonstrated experience with audio/video control systems (e.g., Extron, Crestron) and editing software (e.g., Adobe Premiere, Audition, ProTools).
	X	Experience with live-event setup, equipment, and production, and with web streaming software and services (e.g., Skype, Google Talk).
	X	Experience at movie theaters, performing arts venues, or other related facilities.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Technology Specialist (CTS) certification.

## Other Job Factors

- May require working evenings and/or weekends, based on business necessity.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides theatre projection services for faculty, staff, and students – classroom instruction, university programs, department/business purposes, and special events – and is responsible for quality and consistency of content projection. Demonstrates projection and procedures to faculty, staff, and students in various media formats (e.g., Digital Cinema Package [DCP], 35mm).				
Operates theatre projection and audiovisual equipment, hardware, and software, performing basic maintenance as required. Conducts film inspections, cleaning, testing, and confirming media is in operable condition prior to scheduled presentations and viewings. Coordinates with end users, ensures media projection services are properly executed, and provides guidance for successful presentation procedures to follow (e.g., queuing next media sources).				
Monitors weekly viewing schedules, regularly checking for any changes. Utilizes and maintains internal database of media available in-house media. Makes runs and deliveries for media and equipment. Organizes, configures, and prepares media and hard drives for transportation, content ingestion, and file transfers.				
Arranges and sets up media and equipment on-site according to guidelines, and with consideration of event and/or lesson plans (e.g., audio levels, lighting, projector placement). Troubleshoots during viewing and events, as requested or assigned, making needed adjustments.				
Monitors and maintains theatre facilities and equipment, including internet connections, reporting any issues or damage to the theatre technicians, managers, and/or other relevant stakeholders.				
Liaises with university and/or department communications, public relations, leadership, and/or other relevant stakeholders. Assists with interpretation of United States copyright legislation and public performance rights for media to be screened, helping ensure compliance by informing theatre management and key stakeholders of any and all necessary screening licenses. Coordinates and supports content management, technical run throughs, and remote viewing/playback opportunities.				
Maintains currency with new and emerging audio, video, media, and projection technologies, developing industry trends, troubleshooting methods, and changes to policies and procedures.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.