**Job Description**

Position Title: Projectionist

Classification: 4

Supervisor Title: Fiction & Media Assistant Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library’s Standards of Excellence for Public Service.

## POSITION SUMMARY

Under the supervision of the Fiction & Media Assistant Manager, this employee is responsible for assisting in maintaining departmental procedures and policies and delivering programs.

Specific responsibilities will be assigned by supervisor on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Familiarity with projection technology.
2. Ability to work effectively with staff, presenters, and program attendees.
3. Ability to use and help maintain, and willingness to be trained on auditorium technology including:

* Projectors
* Stage lighting
* Stage lighting controls
* Theater Tech Systems
* Production sound system
* Audio-Visual technology systems

1. Knowledge of theater related technology.

## EDUCATION/EXPERIENCE REQUIRED

1. Associate’s degree.
2. Minimum one year customer service experience.
3. Knowledge of theater related technology.

## ESSENTIAL FUNCTIONS

1. Assists in delivering programs to meet community needs.
2. Operate sound, lighting, and auxiliary systems and assist in maintenance to these systems.
3. Follows programming procedures and policies including handling ADA requests at programs and promoting upcoming programs.
4. Assists in maintaining departmental procedures and policies including creating displays, ordering supplies, pulling materials, and participating in other initiatives.
5. Participates in relevant training, continuing education and/or professional development.
6. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision for near and far.