



Connecticut Science Center

Digital 3D Projectionist/Multi-Media Specialist – Part-time

Title: Digital 3D Projectionist/Multi-Media Specialist – Part-time
FLSA: Part Time, Non-Exempt/Hourly (20-24 hours per week)
Reports to: Visitor Services & Theater Manager

Job Purpose:

The CSC 3D Digital Projectionist/Multi-Media Specialist is responsible for competently operating and maintaining state of the art 3D digital projector and its related technical auxiliary systems, theatre audio systems and other audio/visual support equipment for hourly show presentations and other special CSC theatrical events. The CSC 3D Digital Projectionist/Multi-Media Specialist also serves as the technical liaison/service provider for numerous internal and external high profile clients, providing them with logistic support, expertise and guidance, contributing to the successful operations of the CSC Theatre and all events that take place within it.

Summary of Key Responsibilities:

Responsibilities include, but are not limited to the following:

- Competently operate and monitor the 3D digital projector and its auxiliary support equipment including but not limited to touch screen controller panels, computer/keyboard interfaces, media servers, video scaler, QSC audio processors and amplifiers, HD and SD DVD players.
- Successfully maintain the operating status of the projector and its auxiliary support equipment including but not limited to routine preventive maintenance servicing in addition to identifying and eliminating problems associated with electronic devices and computer related operations.
- Effectively prepare, test and operate multi-media equipment for lectures, events, presentations and other special activities occurring in the CSC Theatre including troubleshooting as necessary without assistance.
- Effectively implement opening and closing procedures for the Theatre.
- Successfully adhere to the show clock schedule including flawless presentation of films.
- Effectively communicate to appropriate staff members of problems or situations that may affect operational performance or the safety of CSC staff members or visitors.
- Effectively maintain safe working practices including keeping the projection booth, stage, theater and equipment clean and organized.
- Effectively maintain appropriate maintenance and operational data in log books.



- Effectively communicate with CSC staff and CSC guests & clients regarding CSC and CSC Theatre activities.
- Effectively implement CSC emergency evacuation procedures during a crisis.
- Effectively assist front of house when necessary including but not limited to maintaining the interior and exterior appearance of the Theatre involving light cleaning activities, administer the distribution, collection and cleaning of 3D glasses including operating the 3D eyeglass washer.
- Assists with the technical support of in-house productions of educational and entertaining stage shows, presentations, theatrical productions and other Mission driven offerings.
- Provides assistance with Live Science productions as needed, occasionally becoming part of the presentation/performance, interacting with the audience in the delivery of the Program.
- Maintain consistent work attendance and punctuality.
- Maintain a professional appearance and behavior in accordance with CSC policies/guidelines.
- Effectively support the Connecticut Science Center's dedication to inspiring lifelong learning through interactive and innovative experiences that explore our changing world through science.
- Ability to work weekends and some holiday. Occasional early morning or evening hours as needed.
- Other duties as required.

Qualifications & Special Requirements:

- A high school diploma or equivalent is required.
- College experience including Multi-media and computer knowledge is desirable.
- Previous experience working in a theater independently operating, maintaining and troubleshooting multimedia systems is highly preferred.
- A fascination and appreciation of working within a high tech environment is also preferred.
- Strong comfort and demonstrated skills working with audiovisual equipment including but not limited to: setting up microphones and other audio equipment, replacing projector bulbs, setting up/running/troubleshooting PowerPoint and multimedia presentations, connecting ancillary devices (such as gaming systems) to the projection equipment.
- Excellent interpersonal and communications skills (verbal and written), as well as the ability to work with the public which requires a high degree of patience and the ability to maintain a calm exterior during periods of high volume, high stress, or unusual events is required.
- Ability to effectively communicate with internal and external Corporate clients, as well as all levels of management.
- Experience with video production and simple animation highly preferred.
- Schedule flexibility involving weekends, holidays, and some evening hours, as well as a willingness to leave early if not needed is required.

Workplace Environment:

- Dimly lit and potentially noisy areas including but not limited to Theatre lobby, Theatre interior, Projection Booth and other workspaces located within CSC building.



Physical requirements:

- Physical requirements include but not limited to seeing, hearing and speaking as well as reaching, stooping, kneeling, lifting of moderately heavy objects of up to twenty pounds, inspecting items and manipulating objects with fingers and hands. In addition, moderate to long periods of standing and sitting for several hours in duration are required.

Qualified applicants will go through an application process and must successfully complete a background check.

To apply, send a cover letter and resume to HR@CTScienceCenter.org **by July 29, 2016** and please reference "Digital 3D Projectionist/Multi-Media Specialist – Part-time position" in subject line.

The Connecticut Science Center is an Equal Opportunity Employer