

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Projectionist
Department:	Doris Duke Theatre
Supervisor:	Operations Manager, Doris Duke Theatre
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	Sundays and Tuesdays: 12pm – 5pm, 6:30pm – 9:30pm.

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

Performs various theatre duties such as projecting scheduled films in various exhibition formats, and other duties as assigned.

Minimum Qualifications:

One year experience with various media presentation equipment including film projection equipment, stage lighting and audio equipment. Must have the ability to communicate effectively with a diverse team of co-workers with demonstrated success in multiple locations and work environment.

Desired Qualifications:

- Experience in theater, museum environment or non profit organization, with multiple sites, and varying degrees of needs.
- Have a knowledge of various audio visual equipment (including theater projectors) and stage lighting.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Exceptional ability to work with a variety of people.
- Intelligent self-starter who is committed to the museum's mission.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.
- Good public speaking skills.
- Have a passion for art, film, music, and cultural understanding.
- Be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility.

Other Qualifications:**Core Competencies:**

- Adaptability
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Professionalism
- Problem Solver
- Technology savvy

Essential Duties:

- Sets up and operates various media formats including DCP, Blu-ray, DVD, and CD for Doris Duke Theatre's film programs. Responds calmly when problems occur and creatively seeks solutions so that the screening can continue.
- During showing, monitors projection equipment to ensure maximum quality focus, sound and continuity for viewers.
- Introduce assigned films with enthusiasm and confidence.
- Demonstrate customer service by engaging theatre guests as opportunities arise.
- Sells goods at the concession, counts the money and prepares a report.
- Assists with other theatre duties as needed, including maintaining and cleaning theater after film screenings.
- Maintains flexibility in scheduling work hours to include day, evening and weekend times.
- Responds promptly and courteously to inquiries from museum staff and public.
- Interacts pleasantly with theatre patrons. Responds courteously to requests for assistance from a diverse group of people attending theatre programs.
- Represents the museum in a professional and courteous manner at all times. Strives to make theatre patrons feel welcome; exhibits friendly manner and answers questions and requests for assistance as appropriate.
- Works alone, and as a team member with Theatre staff to ensure maximum quality operations.
- Other duties as assigned.

Working Conditions and Atmosphere:

The projectionist works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular work hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Department Approval

Date

Human Resources

Date