Student Activities Office and the Carleton Student Association
Student Activities Programming Board (SAPB)
Projectionist, Position Description

Application Information

- Contact: Jessica VanZuilen
- Applications and hiring information online: go.carleton.edu/activities
- 2-4 hours per week
- Paid mandatory training

Paid Mandatory Training

- Attend and participate in training prior to the first film screening

Overview

Carleton College employs hundreds of students in a variety of leadership and support roles. These students are vital in providing important programs and services to the campus community. With the talent, energy and spirit of Carleton’s student leaders, the College stands well-positioned to provide a true liberal arts education that challenges students to “learn broadly and think deeply.”

Projectionist

Projectionists support the SUMO and Art & Film Program Assistants in soliciting and showing a wide variety of movie titles. These positions typically work 2-4 hours per week in selecting and showing movies on campus.

Projectionist Responsibilities & Training

- Assist in the selection of film titles and schedule of films
- Pick up and return the films after scheduled screening
- Start the film promptly at the scheduled screening time
- Knowledge of DVD players and ability to troubleshoot technical issues
- Complete and submit audience attendance reports as instructed
- Complete a walkthrough of the venue and clean the facility as needed
- Report any equipment issues immediately
- Assist with loading buses for off-campus movie related events
- Attend all trainings and staff meetings
- Other duties as assigned

Qualifications

- Carleton student in good academic and disciplinary standing
- Willingness to serve as part of a team
- Enthusiasm and willingness to learn
- Assertiveness and patience in the workplace
- Creativity, integrity, and a positive attitude
- Attention to detail and strong organizational skills
- Effective written and oral communication skills, problem solving abilities, and decision-making skills
- Ability to multi-task and manage multiple projects with overlapping deadlines
- Ability to represent the SAPB and CSA in a professional manner
- Willingness to work evening, night, and weekend hours as needed
- Sense of humor