Student Activities Office
Student Activities Programming Board (SAPB)
Projectionist, Student Union Movie Organization (SUMO)
Position Description

Application Information

- Contact: Ana Sontag (asontag, x4462)
- Applications and hiring information online: go.carleton.edu/activities
- 2-4 hours per week, paid
- Paid mandatory trainings

Paid Mandatory Training

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

Student Leadership at Carleton College

Carleton College employs hundreds of students in a variety of leadership roles. These student leaders 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-poised to provide a true liberal arts education that challenges students to “learn broadly and think deeply.”

Projectionist, SUMO

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. Mostly evening and weekend hours.

Projectionist Responsibilities

- Assist in the selection of film titles and schedule of films
- Pick up and return the films for scheduled screening
- Start the film promptly at the scheduled screening time
- Knowledge of Weitz Cinema 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 projectionist trainings
- 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 SAPB and SAO in a professional manner
- Willingness to work evening, night, and weekend hours as needed
- Sense of humor