REGIONAL SCREEN SCOTLAND

THE SCREEN MACHINE

SCREEN MACHINE OPERATOR

This is a unique opportunity to become an essential part of the small and close-knit team which operates the UK's only fulltime, self-contained, mobile cinema. The *Screen Machine Operator* requires an exceptional set of skills for a post which offers a high level of job satisfaction.

Introduction

Regional Screen Scotland (RSS) is the company which operates the Screen Machine, Britain's only fulltime, self-contained mobile cinema, which tours the Highlands and Islands of Scotland screening new and recent releases to some 40 different locations from the Western Isles to Orkney and from Brodick to Bettyhill. More detailed information is available at www.screenmachine.co.uk .

Regional Screen Scotland also has a wider remit to *enable more people, in more places, to share great screen experiences*, and the Screen Machine service sits at the heart of that wider developmental role. More information at www.regionalscreenscotland.org.

The Screen Machine consists of an articulated trailer pulled by a Volvo tractor unit. The trailer folds out hydraulically to form an 80-seat cinema with a projection/box office room at the rear of the auditorium.

The cinema is equipped with a Barco Digital Projector, Dolby surround sound system, air conditioning, and other facilities making it comparable to a conventional modern cinema.

The cinema was designed and built in 2004 by the French company Toutenkamion, which still maintains the trailer on a regular basis, and which carried out a major refit in 2017. The running costs of the service come from box office income, grants from Creative Scotland and Highlands & Islands Enterprise, and from sponsorship and donations. Regional Screen Scotland currently has funding agreements with Creative Scotland and HIE which run till March 31 2021.

The post of Operator is employed by the Board of Regional Screen Scotland, and reports directly to the Senior Operator for all operational and technical matters, and to the Director of Regional Screen Scotland for all personnel matters. The Operator also liaises on a regular basis with the other Regional Screen Scotland staff members, who are based in the company's office in Edinburgh.

Purpose of Post

Two members of RSS staff are responsible for the day to day operation of the Screen Machine while it is on tour: an *Operator* and a *Senior Operator*.

Each Operator works normally for 7 days each week, on a 'two week on, two week off' rota, six days screening and one maintenance day with hours that, over each year, are equivalent to a normal full time post. The cinema is normally in continuous operation, save for servicing breaks, and a break over Christmas and New Year.

The Operator:

- drives the vehicle between locations
- sets the cinema up
- prepares all films and other digital material for projection
- sells tickets
- projects the film (with a local Usher helping to supervise the audience)
- closes the cinema ready to move to the next venue
- undertakes regular maintenance and keeps the maintenance log
- keeps the vehicle clean, inside and outside

The Senior Operator undertakes the same tasks in operating the Screen Machine as the Operator, but in addition has the lead responsibility for all issues relating to the technical operation and safety of the cinema trailer and its tractor, the scheduling of the touring circuit, and the booking of all ferry crossings.

The normal mode of operation involves screening at least two films a day (usually at 5.30 and 8.30) for between one and four days at each different location. There are also regular 2pm matinees on Saturdays, on some weekdays, and during school holidays. The process of 'ingesting' digital films is also undertaken on the Screen Machine, including KDM delivery via the Internet. The programming and booking of films, and their delivery to the Screen Machine is currently contracted to the INDY Cinema Group,

based in Edinburgh. The Operators are responsible for the day to day maintenance of the vehicle and its equipment as well as its operation.

The Operators are also responsible for ensuring daily reports of attendances, completing a pre-show check list, checking daily ticket sales on Veezi, the online box office system, and for banking box office takings locally, whenever possible. At the end of each turn of duty, the Operator completes a 'handover' report for their counterpart. The Operators also take responsibility for booking and cancelling their accommodation at each site.

Qualifications and skills

The Operator is solely responsible for the successful delivery of the Screen Machine service while on tour, with only regular phone or online contact with the Senior Operator, and other RSS staff, and occasional visits by them to the Machine. While on tour, therefore, the Operator will be the principal contact with the prospective audience, together with the local Usher.

Essential

- Current HGV C+E licence, and *proven* driving record of at least three years' duration
- Demonstrable experience of driving around the Highlands and Islands
- Ability to operate on own initiative without direct supervision
- Technical ability to operate and maintain electronic and mechanical equipment (*training is given in film projection and maintenance if needed)*
- Good interpersonal skills and a diplomatic, outgoing character, in order to represent the cinema to the general public.
- Computer literacy (*the Screen Machine projection equipment and box office systems are computer controlled*)
- Experience of recording cash transactions

Desirable

- Knowledge of, and interest in, film and cinema
- Experience of touring the performing arts (theatre or music) in a similar situation
- Knowledge or experience of life in small and remote communities

Terms and Conditions

Salary c£28,500 (depending on skills and experience) paid monthly in arrears into a bank account

Subsistence allowance of £20 will be paid per day while on tour, plus the actual costs of accommodation.
Employment is conditional on the continued holding of a clean full HGV C+E licence.
Holidays: 32 days annual leave (including public holidays) to be taken either during the two weeks' 'down time' or when the Screen Machine is not touring over the Christmas and New Year period.

The company operates a no smoking policy.

Due to the unique nature of the service, considerable flexibility of working hours is essential. During the 'two weeks off' period, the Operator will be on standby to take over the service in the event of illness, accident or bereavement except during periods of formally agreed leave, although the current Operator (who is retiring) may also be available to act as a back-up Operator when necessary.

RSS operates a pension scheme which contributes 7% of salary to a personal pension scheme.

Application Process

There is no application form. Please submit a letter which explains your interest in the post, and which directly addresses the *Essential* requirements for the post, listed above, and also a CV (no more than 2 pages of A4) which details all your previous employment, and all relevant qualifications and training. Please also complete the Equal Opportunities Monitoring Form downloadable here.

The letter, CV, and completed Equal Opportunities form should be emailed to recruitment@regionalscreenscotland.org no later than 17.00 on Monday 7th January 2019.

It's our intention to hold interviews, probably in Inverness, in the week of 28th January 2019, and we will inform shortlisted candidates no later than 14th January. Our aim is that the selected candidate should start their employment on 4th March 2019 with a month-long training and familiarisation programme.