

# Curzon Role Profile

<b>Job Title</b>	<b>Assistant Technical and Facilities Manager</b>
<b>Reports to</b>	Technical and Facilities Manager
<b>Direct reports</b>	N/A
<b>Organisation Chart</b>	<pre> graph TD     A[Head of Operations] --&gt; B[Technical and Facilities Manager]     B --&gt; C[Assistant Technical and Facilities Manager]     B --&gt; D[Assistant Technical and Facilities Manager] </pre>
<b>Purpose of role</b>	<p>Assist and manage Events/Operations for Curzon Technical and Facilities Department. Ensure the Technical equipment is maximised and fully maintained.</p>
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>• The ATFM is responsible for running all technical related areas for Curzon Public and Private events. This includes all administration and preparation.</li> <li>• Assist General Manager's in the daily operational running of the technical department at all Curzon sites, using remote connection if required. Deliver appropriate training, coaching and support.</li> <li>• To provide effective support to the Technical and Facilities Manager and Events Team for all cinemas and to provide advice or guidance where appropriate.</li> <li>• To undertake technical training if required for digital projection, sound systems and Event Cinema and to be able to deal with technical problems that may arise within the company.</li> <li>• The ATFM should ensure that there is smooth delivery of all media however derived onto screen e.g. event presentations, DCPs and Event Cinema. Managing content including KDM's, DCPs and satellite / fibre delivery.</li> <li>• Responsible for the good housekeeping of all server drive space, delivery and collection of content. Ensure secure storage of all content.</li> <li>• Report any technical issues to the appropriate support contracts and share information.</li> <li>• The ATFM is responsible for the maintenance and use of all AV assets on site e.g. microphones, sound mixers and lighting.</li> <li>• The ATFM is responsible for the maintenance and use of all Projection assets on site e.g. projector, server, sound equipment, screens (and associated mechanics), xenon bulbs, (mercury lamps)</li> <li>• Facilitate the successful management and implementation of all H&amp;S requirements e.g. audits and their follow up, risk assessments, and general on site management. Additional training will be provided if necessary.</li> <li>• Escalate H&amp;S or licencing issues to the General Manager and Technical and Facilities Manager.</li> <li>• The ATFM is responsible for the operation and first line maintenance of all the areas of the Technical Department including 35mm, sound system and alternative content.</li> <li>• They will oversee any third party technicians that may be working within the building as part of any theatre hire or film / multi-media festival and will ensure that all on-screen presentations meet</li> </ul>

the same high criteria that the business demands during any public performance. Make sure that all H&S guidelines are being kept.

- The ATFM should understand the function of all mechanical plant within the building. Assist with any first line site maintenance that effects the operational running of the site. In addition liaise with any on site contractors requiring support or assistance.
- Provide appropriate cover and support for the business across all trading days. This may include some 'on call' support as required.
- To assist with any new site openings as required.
- To provide operational guidance and support, where necessary, for the Curzon Franchise operation.
- To undertake any other ad-hoc technical related tasks or any other reasonable request that falls within the remit of the job.

### **Scope and dimensions**

The remit of this role is National, covering all Curzon venues.

### **Skills and knowledge required to perform role**

- Experience of digital projection department.
- Good numerical and analysing skills.
- Good IT skills.
- Good DIY skills.
- Knowledge/enthusiasm and passion for movies and digital projection work.
- Has a good knowledge of the industry and keeps up to date with relevant advancements and or development.
- The ability to communicate and influence others using the appropriate communication style in a credible, diplomatic, concise and confident manner.
- The ability to accomplish tasks by paying full attention to all areas.
- Able to anticipate, identify and take action to exceed guest expectations.
- The ability to perform effectively under pressure and in the face of adversity and/or tight deadlines.
- The ability to carry out tasks using own initiative.
- Ability to lead and work effectively within a team, share information and value the input of others.
- A willingness to work flexible hours as required, including occasional overnight stays near sites where necessary.
- An ability to travel easily between all sites (existing and forthcoming developments).